COMPAQ

Compaq AirLife 100

User Guide

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1 Welcome to your Compaq AirLife 100

Congratulations on the purchase of your new AirLife!

We suggest you make yourself familiar with the user instructions before using your AirLife:

- Setup Essentials Card (in box) — Follow the instructions on the printed Setup Essentials Card to set up your AirLife and become familiar with the basics.
- Quickstart Guide (in box) — Use this guide to become familiar with commonly used features and to get quick answers to common questions about the use of your AirLife.
- Important Product Information (in box) — Find valuable information regarding health and safety precautions, environmental and regional regulations, and warranty information.
- User Guide (this document) — Refer to this comprehensive User Guide for a more in-depth understanding of all the advanced features and functions available on your Compaq AirLife 100.

If you need information that you can not find in this guide, please go to http://www.hp.com/support.

2 Getting Started

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- Insert SIM card on page 4
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What’s in the box

The following items are included in the box with your Compaq AirLife 100:

- Compaq AirLife 100
- Rechargeable battery
- AC adapter

NOTE: The AC adapter shipped with your AirLife might vary depending on the country/region.

- USB cable
- *Setup Essentials Card*
- *Quickstart Guide*
- *Important Product Information*
- Cleaning cloth

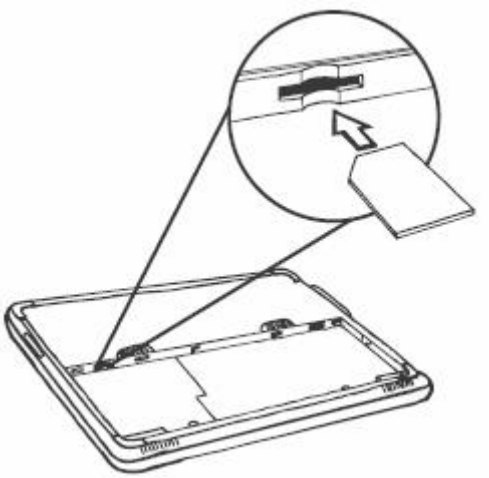
Compaq AirLife 100

AC adapter

Rechargeable battery

USB cable

Insert SIM card



With the gold SIM card contacts facing down and its cut-off corner facing toward the card slot, push the SIM card gently into the slot until it clicks into place.

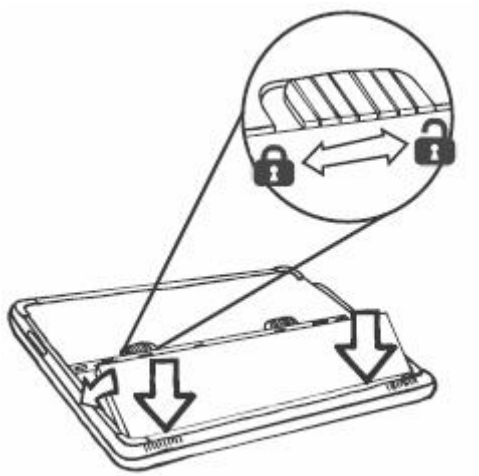
NOTE: If you have already installed the battery, you will need to remove the battery before inserting the SIM card. (See Remove battery on page 5.)

Remove SIM card

Remove the battery. (See Remove battery on page 5.)

To remove the SIM card, push it gently until it clicks and partially ejects from the slot. Then, pull the SIM card out of the slot.

Insert battery



Once you have inserted the SIM card, insert the battery.

Make sure the left battery release tab is pushed to the right (open) position.

Place the bottom of the battery in first, and then press down to snap the battery in place. To lock the battery, slide the left tab to the left.

Remove battery

If your AirLife is connected to AC power, unplug the AC adapter from the AC outlet.

To remove the battery, slide the left tab to the right (unlock position). Push the right tab to the left to eject the battery.

Charge a battery

To connect the device to external AC power and charge the battery, follow these steps:

△ **CAUTION:** To avoid damaging your AirLife or the AC adapter, make sure that all the metal connectors are correctly aligned before connecting.

Plug the power cable into your AirLife, and then plug the AC adapter into a standard AC outlet.

The battery charges whether the device is off or in use, but it charges faster when the device is off.

Battery LED indicator

- **Solid green –** The battery is fully charged and the AC adapter is plugged in.
- **Solid amber –** The battery is charging and the AC adapter is plugged in.
- **Slow blinking red –** The battery is low.
- **Fast blinking red –** Battery error.

Extending battery life

To conserve battery power, take a look at the following tips:

- Turn off Bluetooth when not in use. On the Home screen, press MENU on the keyboard, touch **Settings**, touch **Wireless controls**, and then touch **Bluetooth** to uncheck.
- Turn off Wi-Fi when not in use. On the Home screen, press MENU on the keyboard, touch **Settings**, touch **Wireless controls**, and then touch **Wi-Fi** to uncheck.
- Turn off GPS when not in use. On the Home screen, press MENU on the keyboard, touch **Settings**, touch **Location**, and then touch **Enable GPS satellites** to uncheck.

NOTE: If your battery completely discharges, you may lose data that has not been saved on your AirLife.

Insert an SD card (optional)

You can use an SD card to backup data or expand storage on your AirLife.

1. On the right side of your AirLife, push the SD card plug to eject it, and then pull it out.
2. Insert SD card with the notch to the right and toward the slot.

   See the instructions for a particular app for more information on accessing files on your SD card.

NOTE: An SD card is not included with your AirLife and may be purchased separately.

Start AirLife

Initial start up

To start exploring your device immediately, press and hold the power button for a few seconds.

The first time AirLife is started, it will take a short amount of time.

NOTE: During normal use, the AirLife display will darken while unused for an extended amount of time. To light up the screen, open the display, press the power key or press MENU on the keyboard.

Initial setup using the Get Started Assistant

The first time you turn on your AirLife, the Get Started Assistant starts and helps you personalize your AirLife, set up your email account, and more.

After you complete the Get Started Assistant, your AirLife is ready to use!

Product registration

You can conveniently complete the product registration for your new AirLife in the Get Started Assistant.

If needed, you can also proceed to a product registration over the web as follows:

Go to http://www.hp.com/support, select **Register your HP product**, and follow the onscreen instructions.

You will need your product SKU and serial number. To get this information, on the Home screen, press MENU on the keyboard, touch **Settings**, touch **About device**, and then touch **System information**. You can also find the information on the product label on the box or on the label underneath the battery on your AirLife.

NOTE: Registration is not supported in all countries or regions.

Turn off your AirLife

Completely shutting down your AirLife is typically unnecessary under normal use. If you need to turn off your AirLife, make sure to carefully follow the instructions in this section.

CAUTION: Unsaved information will be lost when your AirLife is shut down.

1. Press and hold the power button until the **Device options** window appears.
2. Touch **Power off**, and then touch **OK**.

Create a password to secure your AirLife

1. On the Home screen, press MENU on the keyboard, touch **Settings**, touch **Security**, and then **Create password**.
2. In the **Create password** dialog box, type a password, re-type the password, and then type a password hint. Touch **OK**.

NOTE: Once a lock password is active, a password unlock window will appear each time your AirLife screen turns on.

To unlock AirLife, enter your unlock password, and then touch **Unlock**.

Disable password feature

1. On the Home screen, press MENU on the keyboard, touch **Settings**, touch **Security**, and then touch **Require password** to uncheck this option.
2. In the **Confirm Password** box, type the password, and then touch **OK**.

NOTE: You can change the password at any time by touching **Change password** and entering new password information.

Using a Bluetooth device with AirLife

NOTE: Compaq AirLife 100 supports Bluetooth Stereo Headsets (A2DP).

Turn on Bluetooth

1. On the keyboard, press MENU, and then touch **Settings**.
2. Touch **Wireless controls**, and then touch **Bluetooth**. Wait until Bluetooth is enabled, indicated by the green checkmark.

Pair a stereo headset with your AirLife

1. Power up and turn on the stereo Bluetooth headset.
2. On the keyboard, press MENU, and then touch **Settings**.
3. Touch **Wireless controls**, and then touch **Bluetooth settings**.
4. Touch **Scan for devices**.
5. Touch your stereo headset from the list of choices.
6. If prompted, type in the PIN to pair the device, and then touch **OK**. Once connected, **Connected to media audio** will be displayed under the name of the Bluetooth device. If **Paired but not connected** is displayed, touch the headset name again to connect it.

NOTE: Refer to the guide that was included with your Bluetooth stereo headset for information regarding the device PIN.

3 Compaq AirLife 100 at a glance

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- Home screen on page 11
- App Drawer on page 11
- Volume control on page 11
- Trackpad and navigation keys on page 12
- Keyboard on page 13
- Touch screen on page 14
- Status and notification icons on page 15

Overview

The AirLife user interface is simple to use. You can view your network connection status, email, and access the Web and other applications. Features include:

- **App Drawer and applications —** With one quick touch, you can access all of your applications.
- **Home screen expansion —** Touch and swipe left or right on the Home screen to view additional space.
- **Shortcut Strip —** From the Home screen, immediately access your most important applications.
- **Notification Drawer —** Open to view notifications such as new email or text message.
- **Connection status —** View the current status of your connection and type of network.

Home screen

The Home screen is your starting point for using the applications on your AirLife. You can customize the Home screen to display application icons, shortcuts, folders, and widgets.

TIP: To go back to the Home screen while in any application, press Home on the trackpad.

Home screen expansion

The Home screen expands beyond the screen width to provide more space for adding icons, widgets, and more. On the Home screen, flick left or right.

NOTE: For more information about making changes to your Home screen, see Personalize your AirLife on page 17.

App Drawer

The App Drawer holds all applications on your AirLife, including applications that you have downloaded.

Open or close the App Drawer

- On the Home screen, touch the tab on the App Drawer.

Add an application shortcut to the Shortcut Strip

1. On the Home screen, open the App Drawer.
2. Long touch an application icon, drag it to the preferred position on the Shortcut Strip, and then drop it.

   To remove a shortcut from the Shortcut Strip, long touch the shortcut. A trash icon is displayed on the right side of your screen. Drag and drop the shortcut icon on the trash icon.

Volume control

You can adjust the default volume for music and video playback or notifications.

1. On the Home screen, press MENU on the keyboard, touch **Settings**, and then touch **Sound & display**.
2. Touch **Media volume** or **Notification volume**.
3. In the **Media volume** or **Notification volume** dialog box, move the slider to the left to lower the volume, or to the right to increase the volume.
4. Touch **OK**.

NOTE: To mute all sounds, on the **Sound & display** screen, touch **Mute mode**. To mute all sounds except media and alarms, touch **Silent mode**.

To quickly adjust the volume, press **–**, **+**, or the mute buttons located at the top of the keyboard.

Trackpad and navigation keys

Press the control buttons, located around the trackpad below the keyboard of your AirLife, to do the following:

MENU 	Press to open a list of options available on the current screen.
Home 	• While in any application or screen, press to return to the Home screen. • Press and hold to open the list of recently used applications.
Back 	Press to return to the previous screen.
Trackpad	Touch and move your finger lightly to scroll through screen items and press to select an item.

Keyboard

When you start an application or select a box that requires text or numbers, you can use the keyboard to enter information. The keyboard is similar to a standard keyboard on your computer.

SEARCH key

Press (located just to the right of the Web button) to search information on the current screen or application. For example, in the Contacts application, press to search contact-related information such as names or email addresses in your contacts list.

Press while in the Home screen to launch Google™ Search and search the web.

In any search bar, enter the information you want to search, then press the ENTER key, or touch the search icon on the screen.

MENU key

The keyboard includes 3 MENU keys—two MENU keys are located on the lower left and right and the other MENU key is located next to the trackpad. You can press the MENU key with one hand, and then on the screen, touch a menu option with your other hand.

SYM key

The SYM (symbol) key is located between the ALT and MENU keys on the lower right corner of the keyboard. To type a special symbol or character, press the SYM key first, and then touch the button on the screen showing the special character.

SHIFT key

The two SHIFT keys on the keyboard are located on the lower left and right. Press SHIFT to create a capital letter or symbol.

Keyboard tips

Insert special character	Press Symbol.
Highlight text	Press and hold Shift while moving your finger across the screen.
Deselect highlighted text	Move your finger across the trackpad.
Cut text	Highlight text, press and hold MENU, and then press X.

Copy text to the clipboard	Highlight text, press and hold MENU, and then press C.
Paste text that you copied to clipboard	Press and hold MENU, and then press V.
Select all text in a text box	Press and hold MENU, and then press A.

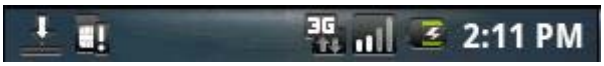
Touch screen

There are four different ways to navigate around the Home screen, menus, and application screens on your AirLife.

- **Touch —** Select items by touching the screen with your finger. For example, touch application and settings icons, or onscreen buttons.
- **Long touch —** Touch and hold your finger on an item or the Home screen to open menus and move items on your Home screen.
- **Slide or flick —** To slide, quickly drag your finger up/down or side-to-side across the screen. To flick, move your finger in lighter and quicker strokes. Flicking is typically in a vertical direction, for example, when flicking through a list of contacts or messages.
- **Drag —** Long touch an icon, and then drag the icon to the preferred location.

Status and notification icons

Status bar



The status bar is located on the top of the screen. The left side displays notification icons and the right side displays the network connection status.

Notification icons

You can open the Notification Drawer to open a new message, reminder, or event notification.

	New email message		Problem
	New text or multimedia message		Storage card is full
	Problem with text or multimedia message delivery		Touch to view additional notifications.
	New instant message		Uploading data
	Upcoming event		Downloading data
	Music is playing		Content downloaded

Status icons

	GPRS connected		Signal strength
	GPRS in use		Roaming
	EDGE connected		No signal
	Data upload and download over EDGE connection.		No SIM card installed
	3G connected		Battery is very low
	Data upload and download over 3G connection.		Battery is low
	Connected to a Wi-Fi network		Battery is full
	Bluetooth is on		Battery is charging
	Connected to another Bluetooth device		GPS is on

	Airplane mode is on		GPS is connected
	Alarm is set		Data is syncing

4 Personalize your AirLife

- Settings overview on page 18
- Customize your screen on page 19
- Personalize Home screen items on page 20
- Set the time and date on page 22

Settings overview

Control and customize AirLife settings on the **Settings** screen.

To open the **Settings** screen, on the Home screen, press MENU on the keyboard, and then touch **Settings**. Or, open the App Drawer, and then touch **Settings**.

Wireless controls	Configure your AirLife connections, such as Wi-Fi, cellular network, Bluetooth, or enable the Airplane mode.
Location	Determine your location using the cellular network or GPS.
Internet settings	Enter a host and port for a proxy server.
Sound & display	Set the screen brightness, screen timeout, and sound settings.
Security	Create a screen lock password, enable the SIM card lock, and choose to display passwords as you type.
Applications	Manage applications.
SD card & storage	View the available space for the internal storage, SD card, and application storage.
Date & time	Set the date, time, time zone, and date or time format.
Locale & text	Set the operating system language and region.
Accessibility	Manage any accessibility options.
Speech synthesis	Manage text-to-speech synthesizer controls, language, and speech rate.
Owner profile	View and edit specific AirLife owner information.
About device	View update, data usage, technical support details, battery use, legal, warranty, system, and hardware information.

Customize your screen

Screen timeout

After a period of inactivity, your AirLife screen turns off to conserve battery power. You can set the amount of time your AirLife is idle before the screen turns off.

To adjust the time before the screen turns off:

1. On the Home screen, press MENU on the keyboard, touch **Settings**, touch **Sound & display**, and then touch **Screen timeout**.
2. In the **Screen timeout** menu, touch an amount of time.

NOTE: To save battery power, you can set the screen to dim automatically after two minutes. On the **Sound & display** screen, touch **Dim settings**. To disable (uncheck) automatic dim, touch **Dim settings** again.

Screen brightness

To adjust screen brightness, perform the following:

1. On the Home screen, press MENU on the keyboard, touch **Settings**, touch **Sound & display**, and then touch **Brightness**.

NOTE: Touch **Auto brightness** to have AirLife adjust the screen brightness in accordance with your surroundings.

2. Touch and drag the brightness slider to the left (decrease) or right (increase) to adjust the screen brightness, and then touch **OK**.

NOTE: A brighter screens drains the battery faster.

Set language

To change the AirLife operating system language, perform the following:

1. On the Home screen, press MENU on the keyboard, touch **Settings**, touch **Locale & text**, and then touch **Select locale**.
2. On the **Locale** screen, touch a language.

Memory management

View available storage space on your AirLife. This includes an SD card, internal storage, and application storage. You can also format and erase the internal memory and an SD card.

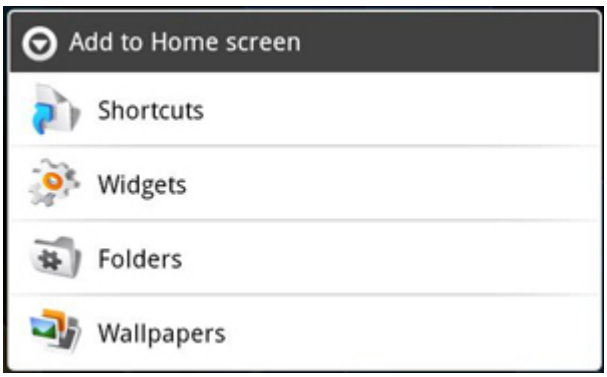
- On the Home screen, press MENU on the keyboard, touch **Settings**, and then touch **SD card & storage**.

Personalize Home screen items

This section describes how to make changes to the appearance and other items found on the Home screen.

Add a Home screen item

1. On the Home screen, long touch an empty space.



2. On the **Add to Home screen** menu, touch an item.

   - **Shortcuts —** Create shortcuts to access items such as applications, previously bookmarked webpages, favorite contacts, or a music playlist.
   - **Widgets —** Include a widget, such as a clock, music player, a picture frame, search bar, or a calendar event.

     NOTE: Downloaded applications that have widgets will also appear here.

   - **Folders —** Create folders to organize your files and Home screen items.
   - **Wallpapers —** Change the Home screen wallpaper (background image).

Move an item

▲ Long touch an item, and then drag and drop the icon on the desired position on your Home screen or Shortcut Strip.

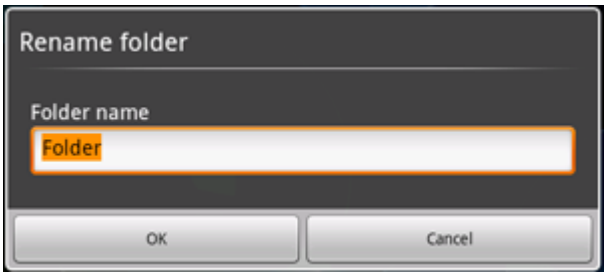
Delete an item

▲ Long touch an item on the Home screen, and then on the right side of your screen, drag and drop it on the trash icon.

Rename Folder

1. Touch the folder to open it.

2. Long touch the folder's title bar to open the **Rename folder** dialog box.



3. Type a new folder name, and then touch **OK**.

Change Home screen wallpaper

1. On the Home screen, press MENU on the keyboard, and then touch **Wallpaper**.
2. On the **Select wallpaper from** menu, touch an option.
   - Touch **Photo** to use a picture that you have captured using Self Portrait or copied to your AirLife. You can crop the picture before setting it as a wallpaper.
   - Touch **Wallpaper gallery** to use preset wallpapers.
3. To make a final selection, touch **Save** or **Set wallpaper**.

Set the time and date

In some situations, your AirLife automatically synchronizes with the local date and time of the network, even as you travel to different time zones.

Disable Automatic Time and Date Update

1. On the Home screen, press MENU on the keyboard, touch **Settings**, and then touch **Date & time**.
2. Touch **Automatic** to disable (uncheck) automatic network time and date update.

NOTE: **Automatic** must be disabled in order to set date, select time zone, and set time.

Set Date

1. On the **Date & time settings** screen, touch **Set date**. The **Date** window will automatically appear.
2. On the **Date** window, touch **+** or **–** to adjust the month, day and year, and then touch **Set** to make the date change and close the window.

Set Date Format

Depending on your region and personal preference, you can change the date format.

1. On the **Date & time settings** screen, touch **Select date format**.
2. Touch the desired date format from the list provided.

Set Time Zone

1. On the **Date & time settings** screen, touch **Select time zone**.
2. Touch the appropriate time zone from the list provided.

Set Time

1. On the **Date & time settings** screen, touch **Set time**.
2. On the time window, touch **+** or **–** to adjust the hours and minutes.
3. If you are not using 24 hour mode, to change AM or PM, touch **AM** or **PM**.
4. When you are finished, touch **Set**.

NOTE: To change between 12 and 24 hour format, on the **Date & time settings** screen, touch **Use 24-hour format**.

5 Surf the Web

- Basics on page 24
- Work with bookmarks on page 26

Basics

Open a webpage

1. Access the web browser by doing one of the following:
   - Open the App Drawer, and then touch **Browser**.
   - On the keyboard, press the Web key.

NOTE: The browser opens automatically when you touch a web link within an email or text message.

2. Touch the address bar, use the keyboard to type a web address, and then touch **Go**.

NOTE: As you start typing a web address, similar web addresses will automatically appear on the screen. You can touch one of these web addresses to go directly to the website.

Set your home page

The home page is the first page that appears when you open the browser.

1. Open the App Drawer, and then touch **Browser**.
2. On the keyboard, press MENU, touch **More**, touch **Settings**, and then touch **Set home page**.
3. In the **Set home page** box, type a web address, and then touch **OK**.

View webpages

Navigate within a webpage by sliding your finger on the screen in any direction.

Zoom in or out

Touch the magnifying glass (located in the upper right corner of the browser). A scroll bar will appear on the right side of the screen which will allow you to zoom in and out on a webpage.

Working with tabs

Within the browser, you can open up to eight tabs and easily switch between them.

Open a new browser tab

1. Touch **+** at the top of the browser to open a new tab. The new tab appears and opens a blank page.
2. Type the desired web address into the address bar, and then touch **Go**.

Switch between browser windows

- Touch the tab you want to view.

Close a browser window

- Touch **X** next to the tab name.

Search for text in a webpage

1. When you are on a webpage, press MENU on the keyboard, and then touch **Find on page**.
2. In the **Find on page** box, type the search text. The matching text is highlighted in green.
3. On the left of the search box, touch the left or right arrow to move between the search results.

4. To close the search box, touch **X** to the right of the box.

Copy and paste text from a webpage

You can copy text from a webpage and paste it into an email or other application.

1. When you are on a webpage, press MENU on the keyboard, touch **More**, and then touch **Select text**.
2. Place your finger at the start of the text you want to copy, and then drag to the end of the desired text. The selected text is highlighted in purple.
3. To paste the text, open the file or email message, long touch the message area, and then touch **Paste**.

Save, share, or copy a webpage link

Long touch a link within a webpage to open a menu which provides options to open, bookmark, save, share or copy the link to the clipboard for later use.

NOTE: If the link appears too small on the screen to touch, zoom in, and then touch the link.

View browser history

In the Browser application, press MENU on the keyboard, touch **More**, and then touch **View full history**.

Set website to mobile or standard view

You can view websites in standard view or mobile view. The mobile version usually loads faster and is optimized for small screens. It is therefore recommended to access the mobile version of certain web sites, if available. However, not all websites have a mobile version.

In the browser settings, you can create a list of websites and specify whether the website opens in Standard view or Mobile view.

1. Open the App Drawer, and then touch **Browser**.
2. On the keyboard, press MENU, touch **More**, and then touch **Settings**.
3. On the **Settings** page, scroll down to the **Advanced settings** section, and then touch **Default views**.
4. To add a website to the list, touch **Add website**.
5. In the **Add website** dialog box, type a name, and then type the website address. Select **Standard view**, **Mobile view**, or **Always ask me**.
6. Touch **OK**.

Work with bookmarks

Bookmark a webpage

1. Open the webpage you want to bookmark.
2. On the keyboard, press MENU, and then touch **Bookmark**.
3. At the top of the **Bookmarks** tab, touch **Add bookmark**.

4. In the **Bookmark** dialog box, if you prefer, change the bookmark name.
5. Touch **OK**.

Open a bookmark

1. In the Browser application, press MENU on the keyboard, and then touch **Bookmark**.
2. On the **Bookmarks** tab, touch the bookmark you want to open. Or, you can long touch the bookmark, and then touch **Open** or **Open in new window**.

Edit a bookmark

1. In the Browser application, press MENU on the keyboard, and then touch **Bookmark**.
2. Long touch the bookmark you want to edit, and then touch **Edit bookmark**.

3. Type a new name and/or location, and then touch **OK**.

6 Messaging

- Manage email accounts on page 29
- Send and receive emails on page 30
- Text and multimedia messages on page 32
- Instant messaging on page 34

Manage email accounts

The Email application lets you add email accounts from popular web-based email service providers such as Google, Yahoo!® Mail, AOL, and more.

NOTE: To send and receive email over a cellular network, you must have a data plan with your cellular network operator.

Add email account(s)

1. Open the App Drawer, and then touch **Email**.
2. On the keyboard, press MENU, and then touch **Add Account**.

   Or, if your email inbox is displayed from a previously added email account, press MENU on the keyboard, and then touch **Accounts**. Next, press MENU on the keyboard, and then touch **Add account**.
3. Type your email address and password, and then touch **Next**.

   NOTE: If you prefer to manually set up your email account, touch **Manual setup** after you type your email address and password.
4. Type your account name and display name, and then touch **Done**.

Delete an email account

1. Open the App Drawer, and then touch **Email**.
2. On the keyboard, press MENU, and then touch **Accounts**.
3. Long touch the account you want to delete.
4. On the **Account options** menu, touch **Remove account**, and then touch **OK**.

Edit an email account

1. Open the App Drawer, and then touch **Email**.
2. On the keyboard, press MENU, and then touch **Accounts**.
3. Long touch the account you want to edit.
4. On the **Account options** menu, touch **Account settings**.
5. Make any changes to general, notification and/or server settings from this screen. Confirmation of each setting is displayed under each setting name. The setting options are as follows:
   - **General settings**
     - **Account name —** The name that you have given to the account.
     - **Your name —** Display name you have given yourself.

- **Email check frequency —** How often email is retrieved.
- **Default account —** Check mark indicates that this account is the default email account.

- **Notification settings**
  - **Email notifications —** Check mark indicates that you will be notified when a new email arrives.
  - **Select sound —** Choose an email arrival notification sound.
- **Server settings**
  - **Incoming settings —** Touch to change incoming email server settings.
  - **Outgoing settings —** Touch to change outgoing email server settings.
  - **Add another account —** Touch to create another email account.

Send and receive emails

Send an email

1. Open the App Drawer, and then touch **Email**.
2. On the keyboard, press MENU, and then touch **Compose**.
3. In the **To** box, enter an email address. As you enter letters, matching contacts will appear on the screen. You can touch a contact or continue entering the email address.

NOTE: If you wish to add a contact to the **Cc** or **Bcc** boxes, press MENU on the keyboard, and then touch **Add Cc/Bcc**.

4. In the **Subject** box, type a subject.
5. In the **Compose Mail** box, enter your email message.
6. When you are satisfied with your message, touch **Send**.

NOTE: To edit and send the message at a later time, touch **Save as draft**.

To delete the message, touch **Discard**.

Send an email to a contact

1. Open the App Drawer, and then touch **Contacts**.
2. In the **Contacts** or **Favorites** list, touch the contact, touch an email address, and then touch **Email** or **RoadSync Mail**.
3. If you want to add another recipient, separate each address with a comma.

NOTE: If you wish to add a contact to the **Cc** or **Bcc** boxes, press MENU on the keyboard, and then touch **Add Cc/Bcc**.

4. In the **Subject** box, type a subject.

5. In the **Compose Mail** box, enter your email message.
6. When you are satisfied with your message, touch **Send**.

NOTE: To edit and send the message at a later time, touch **Save as draft**.

To delete the message, touch **Discard**.

Reply to or forward an email

1. Open the App Drawer, and then touch **Email**.
2. In the email inbox, touch the desired message, and then touch **Reply**, **Reply all**, or **Forward**.

NOTE: If you wish to add a contact to the **Cc** or **Bcc** boxes, press MENU on the keyboard, and then touch **Add Cc/Bcc**.

3. In the **Compose Mail** box, enter your message. If you wish to delete the text from the previous email, touch **X** to the right of the **Quoted text**.
4. Touch **Send**.

NOTE: To edit and send the message at a later time, touch **Save as draft**.

To delete the message, touch **Discard**.

Add an attachment to an email

1. In an open email message, press MENU on the keyboard, and then touch **Add attachment**.
2. Touch **File Manger** or **Photo**, and then select a picture, video, or file.

NOTE: To remove the attachment, to the right of the attachment, touch **X**.

Open attachments

In an email message, an attachment is displayed as a paperclip next to the filename of the attached file.

- In an open email message, touch **Open** to view the attachment, or touch **Save**.

Delete an email

1. Open the App Drawer, and then touch **Email**.
2. Touch **Inbox**, **Draft** or **Outbox**.
3. Touch the message you wish to delete, and then touch **Delete**.

Use RoadSync to synchronize with another email account

RoadSync allows you to sync your AirLife with your corporate email (and calendar) that uses Microsoft Exchange server. Contact your corporate IT administrator to find out if your account uses Exchange server. For more information on setting up and using RoadSync, see Synchronize your corporate email and calendar using RoadSync on page 93.

Text and multimedia messages

Text messaging allows you to create and send text and multimedia messages to other cellular devices, such as mobile phones or another AirLife.

NOTE: Check with your cellular network operator to make sure you have an account that includes text messaging.

MMS is not supported in all regions.

Create and send a message

NOTE: Your AirLife will automatically switch between text message and multimedia message types.

1. Open the App Drawer, and then touch **Messaging**.
2. On the **Messaging** screen, touch **New message**.
3. In the **To** box, type the mobile number of the recipient. As you type the mobile number, matching contacts will appear. If the recipient number appears, touch the number or continue entering the mobile number.
4. If you wish to add a message subject, press MENU on the keyboard, and then touch **Add subject**.

   NOTE: Your text message is automatically converted to a multimedia message if you type an email address in the **To** box, add a message subject, or attach an item.

5. Touch the **Type to compose** box, and then type a message.

   NOTE: When you approach the 160-character limit in a text only message without a subject, a counter will appear in the top right corner of the text box notifying you how many characters are left. Once you go over that limit, a new message is automatically created. The message will stay as one message for you but will be sent as multiple messages to your recipient.

6. If you wish to add an emoticon to your message, on the keyboard, press MENU on the keyboard, touch **Insert smiley**, and then touch an emoticon.
7. Touch **Send**.

   NOTE: To receive a delivery report, go to the **Messaging** screen, press MENU on the keyboard on the keyboard, and then touch **Settings**. In the **SMS settings** and **MMS settings** sections, select the **Delivery reports** check boxes.

   If a message is not sent or if the Back button on the keyboard is pressed, the message will be saved as a draft and will appear in the message list as a draft. Once a message is saved as a draft, it can be edited and sent at a later time.

Send a text message to a contact

1. Open the App Drawer, and then touch **Contacts**.
2. In the **Contacts** or **Favorites** list, touch the contact, and then touch a phone number.
3. If you wish to add a message subject, on the keyboard, press MENU, and then touch **Add subject**. Type a subject.

NOTE: When you add a subject or attach an item, a text message is automatically converted into a multimedia message.

4. Touch **Type to compose**, and then type a message.

NOTE: When you go over the 160-character limit for text messages, your text message is automatically sent as two text messages.

5. If you wish to add an emoticon to your message, on the keyboard, press MENU, touch **Insert smiley**, and then touch an emoticon.

6. When you are satisfied with your message, touch **Send**.

NOTE: You can receive a delivery report to know when a text message is received. Open the App Drawer, touch **Messaging**, on the keyboard, press MENU, and then touch **Settings**. In the **SMS settings** and **MMS settings** sections, touch the **Delivery reports** check box.

Add an attachment to a message

1. In an open text message, on the keyboard, press MENU, and then touch **Attach**.
2. In the **Attach** menu, touch the type of file you wish to attach:
   - **Pictures —** Displays all the pictures available on your device.
   - **Capture picture —** Opens the Self Portrait application, allowing you to take a picture.
   - **Videos —** Displays all the videos available on your device.
   - **Capture video —** Opens the Camcorder application, allowing you to take a video.
   - **Audio —** Attach an audio file.
   - **Slideshow —**Create a slideshow from pictures on your AirLife.
3. Touch the picture or other file that you want to attach. Once selected, the file will appear in the message.

NOTE: To view, replace or remove the attachment, touch **View**, **Replace** or **Remove**.

Open, read and reply to a message

1. Open the App Drawer, and then touch **Messaging**.
2. In the message list, touch a message.
3. To return to the message list from a message thread, press MENU on the keyboard, and then touch **All threads**.

To save a video or picture to the SD card, long touch the video or picture, and then touch **Copy attached to SD card**.

To reply to a message, touch the text box at the bottom of the screen, type a message, and then touch **Send**.

Delete messages

1. Open the App Drawer, and then touch **Messaging**.
2. In the message list, long touch a message, touch **Delete thread**, and then touch **OK** to confirm.

Adjust text and multimedia message settings

Open the App Drawer, and then touch **Messaging**. To adjust text message settings, on the keyboard, press MENU, and then touch **Settings**.

- **SMS settings**
  - **Delivery reports —** Receive a report on the delivery status of your message.
  - **Manage SIM card messages —** View text messages stored on your SIM card. It is also possible to delete these messages or copy them to your local storage.
- **MMS settings**
  - **Delivery reports —** Receive a report on the delivery status of your message.
  - **Read reports —** Receive a report on whether each recipient has read or has deleted a message without reading it.
  - **Auto-retrieve —** Automatically and completely retrieve all your MMS messages. If this option is selected, the MMS message header, message body and attachments will automatically download to your device. If this option is deselected, only the MMS message header will be retrieved and shown in the message list.
  - **Roaming auto-retrieve —** Automatically and completely retrieve all your MMS messages while roaming.
- **Notification settings**
  - **Notifications —** Receive a notification in the status bar when a new text message arrives.
  - **Select sound —** Plays a sound when a new message arrives. Touch this option to select a sound that is specific to new text messages.

Instant messaging

eBuddy allows you to conveniently work with the following IM services at the same time:

- **AIM**
- **Facebook**
- **Google Talk**
- **ICQ**
- **Hyves**
- **MSN**
- **MySpace**
- **Yahoo**

NOTE: For more information about eBuddy, go to www.ebuddy.com

Add IM accounts

1. Open the App Drawer, touch **eBuddy**, and then touch **Create eBuddy ID**. If you already have an eBuddy account, touch **I have an eBuddy ID**.
2. On the **Create eBuddy ID** screen, fill in the information, and then touch **Sign up**.
3. In the **Add account** window, select your IM account.
4. Type your username and password, and then touch **Add account**.
5. To add additional accounts, touch the **Accounts** tab, press MENU on the keyboard, and then touch **Add account**.

Send an instant message

1. Open the App Drawer, and then touch **eBuddy**.
2. Type your eBuddy ID and password, and then touch **Login**.

   NOTE: If you want to automatically login to eBuddy, touch **Auto login**.
3. Touch the **Buddies** tab, and then touch an IM contact.
4. On the bottom of the screen, type a message, and then touch **Send**.

Sign out of eBuddy

1. Open the App Drawer, and then touch **eBuddy**.
2. Touch the **Buddy** tab.
3. On the keyboard, press MENU, and then touch **Logout**.

7 Organize contacts

- Access contacts on page 37
- Import SIM contacts on page 37
- Add new contact on page 37
- Edit contact information on page 37
- Add contact photo on page 38
- Delete a contact on page 38
- Create a favorites contact list on page 39
- Find a contact on page 39
- Send an email or text message to a contact on page 39

Access contacts

Open the App Drawer, and then touch **Contacts**.

NOTE: To import contacts from your SIM card, see Import SIM contacts on page 37. To add a new contact, see Add new contact on page 37.

Import SIM contacts

Import the contacts saved on your SIM card to your AirLife's contacts list.

1. Open the App Drawer, and then touch **Contacts**.
2. On the keyboard, press MENU, and then touch **Import contacts**.
3. Import a single contact or all contacts:
   - Import a single contact—touch the contact to be imported, edit or add details, and then touch **Done**.
   - Import all contacts—on the keyboard, press MENU, and then touch **Import all**.

Add new contact

1. Open the App Drawer, and then touch **Contacts**.
2. On the keyboard, press MENU, and then touch **New contact**.
3. On the **New contact** screen, type the contact information.

NOTE: Add additional information such as phone numbers or addresses by touching the **+** located to the right of the text box.

4. To change the contact information label, to the left of the contact information, touch the contact information label, and then select a new label such as **Work** or **Mobile**.
5. Touch **Done**.

Edit contact information

1. Open the App Drawer, and then touch **Contacts**.
2. On the **Contact** tab, touch the contact you wish to edit, and then touch **Edit contact**.
3. On the **Edit contact** screen, touch the areas you want to change.

NOTE: Add or delete information such as phone numbers or addresses by touching the **+** or **–**, located to the right of the text box.

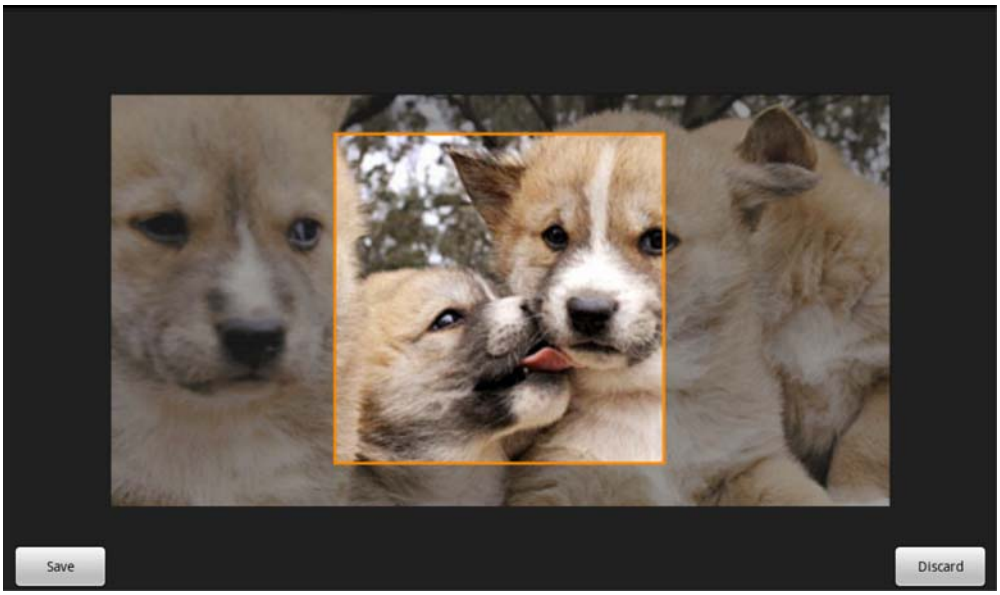
4. To change the contact information type, touch the contact information label, and then select a new label such as **Work** or **Mobile**.

NOTE: To undo any changes, touch **Revert**, located at the bottom of the screen.

5. When you are finished editing the contact information, touch **Done**.

Add contact photo

1. Open the App Drawer, and then touch **Contacts**.
2. In the **Contacts** list, touch a contact you wish to add a contact photo to, and then touch **Edit contact**.
3. In the **Edit contact** screen, touch **Add icon** (located at the bottom of the screen) to open up the Media Gallery.
4. Touch a photo to be added.
5. A window will appear allowing you to crop the picture. Touch and drag the center of the photo crop area to the portion of the photo that you would like to capture. To reduce or increase the crop area size, touch and drag the outside edge of the crop area to the desired size. To crop the photo, touch **Save**.



NOTE: If you would like to add a different photo, touch **Discard**.

6. When you are finished making changes to the contact, touch **Done**. The contact photo will appear to the left of the contact name.

NOTE: To remove an icon, touch **Remove icon**.

Delete a contact

1. Open the App Drawer, and then touch **Contacts**.
2. In the **Contacts** list, touch the contact you wish to delete, and then touch **Delete contact**.
3. Touch **OK** to confirm.

Create a favorites contact list

Creating a favorites contact list helps you organize your contacts.

Add favorites

1. Open the App Drawer, and then touch **Contacts**.
2. Long touch a contact, and then touch **Add to favorites**.

Remove favorites

1. Open the App Drawer, touch **Contacts**, and then touch the **Favorites** tab.
2. In the **Favorites** list, long touch a contact, and then touch **Remove from favorites**.

NOTE: The contact will still appear in the contacts list even when it is removed from favorites.

Find a contact

1. Open the App Drawer, and then touch **Contacts**.
2. In the **Contacts** or **Favorites** list, on the keyboard, press MENU, and then touch **Search**.
3. Type the full, partial text or numbers and symbols. As you type, the matching contact names will appear on the screen.
4. In the search results, touch a contact to open it.

Send an email or text message to a contact

- **Email —** See Send an email to a contact on page 30.
- **Text message —** See Send a text message to a contact on page 32.

8 Manage your schedule

- Calendar on page 41
- Events and reminders on page 41
- Adjust calendar and reminder settings on page 42
- Use RoadSync to synchronize with other calendars on page 42
- Alarms on page 42

Calendar

Calendar views

You can view your calendar by month, week, day, or agenda.

1. Open the App Drawer, and then touch **Calendar**.
2. On the keyboard, press MENU, and then touch one of the following choices:

NOTE: The view you are in will not be listed as an option.

- **Agenda —** View a list of your upcoming events.
- **Day —** View events for today or another day listed by the hour. The current hour is highlighted.
- **Week —** View this week's upcoming events. The highlighted square indicates today at the current hour.
- **Month —** View upcoming events for the entire month. The current day is highlighted.
- **Today —** View events for the current day (In Month view, touch the day).

NOTE: The next time you go to Calendar, the last view used is displayed.

Events and reminders

Create/edit events

1. Open the App Drawer, and then touch **Calendar**.

NOTE: To quickly create an event in any calendar view, long touch a time slot, and then touch **New event**. An empty **Event details** screen will appear that contains the selected time slot and date.

2. In month, week, day or agenda calendar view, on the keyboard, press MENU, and then touch **New event**.
3. In the **Event details** screen, add the event information.
4. When you are finished, scroll to the bottom of the screen, and then touch **Done**.

View an event

1. Open the App Drawer, and then touch **Calendar**.
2. In Month view, touch the day of the event, and then touch the event. In Day, Week, and Today views, touch the event.

Working with reminders

Event reminders appear in the Notification Drawer on the top left of your AirLife screen.

To view, dismiss, or snooze a reminder:

1. Flick down on the Notification Drawer at the top of the screen to view the reminder, and then touch the event reminder.
2. The calendar event notification screen allows you to do the following:
   - **Snooze all reminders —** Touch **Snooze all** to snooze all event reminders for five minutes.
   - **Dismiss all reminders —** Touch **Dismiss all** to remove/dismiss all of your event reminders.

Adjust calendar and reminder settings

In Calendar, press MENU on the keyboard, and then touch **Settings**.

NOTE: Keyboard shortcut—press an hold MENU, and then press P.

The Reminder setting options are as follows:

- **Set alerts & notifications —** Allows you to choose if you wish to have an alert sound, an icon appear in the Notification Drawer or turn off the notification alerts feature all together.
- **Select sound —** Provides a choice of notification sounds.
- **Set default reminder —** Allows you to choose the reminder default time.

Use RoadSync to synchronize with other calendars

RoadSync allows you to sync your AirLife with your corporate calendar (and email) that uses Microsoft Exchange server. Contact your corporate IT administrator to find out if your email account uses Exchange server. For more information on setting up and using RoadSync, see Synchronize your corporate email and calendar using RoadSync on page 93.

Alarms

You can use your AirLife as an alarm clock. The clock lets you set as many alarms as you wish.

To access the clock, open the App Drawer, and then touch **Clock**.

Change clock appearance

To change the standard analog clock face that appears above the alarms, perform the following:

1. Open the App Drawer, and then touch **Clock**.

2. Touch the analog clock face (default clock is in the middle) to open the clock selection screen. The different clock designs will appear at the bottom of the screen.

3. On the bottom of the screen, touch a new clock design.

Set an alarm

1. Open the App Drawer, touch **Clock**, and then touch an alarm time.

   - To enable or disable the Alarm, touch **Turn on alarm**.
   - To change the alarm time, touch **Time**. Make time adjustments to hours and minutes by touching **+** or **–**. Touch **AM** or **PM** to change the AM/PM setting, and then touch **Set**.
   - To change alarm sound, touch **Sound**, choose a sound from the list, and then touch **OK**.

   NOTE: To set your alarm to sound when your AirLife is set in Silent Mode, see Set alarm to sound in silent mode on page 44.

2. Touch **Repeat**, and then next to the day(s), touch a check box. When you are finished, touch **OK**.

NOTE: If you deselect all of the repeat days, **Never** will appear within the alarm time on the **Set alarm** screen. The alarm will only sound the first time and will not be repeated on another day.

   - To give the alarm setting a name, touch **Label**. Touch the text box and enter in a name for the alarm, and then touch **OK**.

3. When you are finished, press the Back key on the keyboard to go to the **Clock** screen.

Remove an alarm

1. Open the App Drawer, and then touch **Clock**.
2. Long touch the alarm to delete, and then touch **Delete alarm**.
3. In the pop-up window, touch **OK**.

Set alarm to sound in silent mode

To make sure that alarms sound when your AirLife is in Silent mode, follow the steps below.

1. Open the App Drawer, and then touch **Clock**.
2. In the **Clock** screen, on the keyboard, press MENU, and then touch **Settings**.
3. Touch **Alarm in silent mode** to select the check box.

> **NOTE:** When you press the mute button, located at the top of the keyboard, the alarm will not sound, even if the **Alarm in slient mode** check box is selected.

4. On the keyboard, press Back on the keyboard to return to the **Clock** screen.

9 Additional Apps

- Note pad on page 46
- AccuWeather on page 46

Note pad

Use Note pad to quickly type short notes to yourself, such as grocery lists or a memo. In addition, Note pad will list your notes in alphabetical order for quick and easy access.

Add a note

To create a new note perform the following:

1. Open the App Drawer, touch **Note pad**, and then touch **New note**.
2. To add a note title, on the keyboard, press MENU, and then touch **Edit title**. In the **Note title** box, type a title, and then touch **OK**.
3. Type a note. When you are finished, on the keyboard, press MENU, and then touch **Save note**.

Edit note

To edit an existing note, perform the following:

1. Open the App Drawer, touch **Note pad**, and then touch the note you prefer to edit.
2. Make any text changes using the keyboard.

NOTE: To undo any changes, press MENU on the keyboard, and then touch **Revert**.

3. To edit the note title, press MENU on the keyboard, and then touch **Edit title**. In the **Note title** box, edit the title, and then touch **OK**.
4. Edit the note. When you are finished, on the keyboard, press MENU, and then touch **Save**.

NOTE: To delete a note, on the **Note pad** screen, touch a note to open it. On the keyboard, press MENU, and then touch **Delete**.

AccuWeather

AccuWeather is a web based service that provides up-to-date, up-to-the-minute, real-time weather information 24 hours a day, 7 days a week from a variety of weather sources.

Access AccuWeather using the Internet by doing the following:

1. Open the App Drawer, and then touch **AccuWeather**.
2. To switch between different types of weather information, touch the tabs.
3. To refresh the weather information, change the location, or change your preferences—press MENU on the keyboard, and then touch **Refresh**, **Locations**, or **Preferences**.

To add your preferred location:

1. Open the App Drawer, and then touch **AccuWeather**.
2. Press MENU on the keyboard, then touch **Preferences**.
3. Under **Locations**, touch **Edit**.
4. Type your desired location into the search box, then press ENTER on the keyboard.

5. When the search results appear, touch the plus sign next to the desired location, then touch **Save**.

6. To change to the added location, press MENU on the keyboard, touch **Locations**, and then touch the location.

NOTE: For more information on **AccuWeather** go to http://www.accuweather.com

10 Take pictures and video

- Copy and transfer photos and videos on page 49
- Take photos on page 50
- Record video on page 51
- View your photos and videos on page 52
- Share your photos and videos on page 56
- Work with albums on page 57
- Manage your photos on page 60
- Photo settings on page 62
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Copy and transfer photos and videos

Photo displays the photos and videos stored on your device's internal memory and on an SD memory card installed in your device. You can use Photo to transfer photos or videos from an SD card to the device or copy them from the device to an SD card. You can also copy photos to your web storage account.

To copy photos or videos from one location to another:

1. Open the App Drawer, and then touch **Photo**. If you are not already in Gallery mode, touch the Start button.

2. On the Start window, touch the **My Gallery** button.
3. On the keyboard, press MENU, and then touch **Select**.
4. Select the photos you would like to upload by touching them, or touch **Select All** if you would like to copy all of the photos.

   Check marks appear on the selected photos.
5. Touch **Copy**.
6. Select a destination:

   - Touch **Cloud Storage** to make the selected photos available to your remote account.
   - Touch **SD Card** to copy the selected photos from your device's internal memory to your memory card.
   - Touch **Internal Storage** to copy the selected photos from your SD card to your device's internal memory.

   If any of the photos you've selected are already on the destination, they will be ignored. (This does not apply when **Cloud Storage** is selected as the destination.)
7. **Optional:** In the dialog box, select from the available file handling options.
8. Touch **OK** to copy the files.

Take photos

You can access your camera directly from Photo. The photos you take will be added to your gallery.

To take pictures from Photo:

1. Touch the Start button.

2. On the Start window, touch the **Take Photo** icon.

3. Compose the photo in the viewfinder.
4. Choose one of the two Snapshot buttons. Touch **3 seconds** to take a quick photo. Touch **10 seconds** if you would like some extra time to get in the picture.

Your picture is added to the gallery.

NOTE: To access the camera directly from the App Drawer, touch **Self Portrait**.

Record video

You can access your Webcam directly from Photo. The video clips you record will be added to your gallery.

To record video from Photo:

1. Touch the Start button.

2. On the Start window, touch the **Record Video** icon.

3. Touch the **Record/Stop** button to begin.
4. Touch the **Record/Stop** button a second time to stop recording.
5. To play the video, touch **PLAY**. To retake and replace the video you have just taken, touch **RETAKE**. When you are satisfied with your video, touch **OK** located at the bottom of the screen.

Your video is added to the gallery.

NOTE: To record video directly from the App Drawer, touch **Camcorder**.

View your photos and videos

Browse photos and videos in Gallery mode

By default, Photo displays your photos and videos in Gallery mode when it is launched.

To view your photos and videos:

1. If you are not already in Gallery mode, touch the Start button.

2. On the Start window, touch the **My Gallery** button.
3. Scroll up and down to view the entire gallery.
4. Touch a photo to enlarge it. Touch a video to play it.

View photos in full-screen

Full-screen mode offers tools you can use to rotate your photos.

To view a photo in full-screen mode:

1. If you are not already in Gallery mode, touch the Start button.

2. On the Start window, touch the **My Gallery** button.
3. Touch a thumbnail to enlarge it.

4. Touch the enlarged photo to display it in full-screen mode.

You can also use the following controls when viewing your photo in full-screen mode (when you touch the screen, the controls are displayed.):

Select…	In order to…
Right/Left arrows	Browse the photos in your gallery.
Circular arrows	Rotate your photo clockwise or counter-clockwise.
Zoom in/out icons	Magnify or reduce your view of the photo.

View photos in Flipbook mode

Photos and albums can be viewed one at a time as if they were pages in a book. This is called Flipbook mode.

To view photos in Flipbook mode:

▲ In Media Gallery or Album view, touch the Flipbook button, and then flick left or right.

View a slideshow

To view a slideshow of your photos:

1. If you are not already in Gallery mode, touch the Start button.

2. On the Start window, touch the **My Gallery** button.
3. On the keyboard, press MENU, and then touch **Play**.
4. Touch the **Pause/Resume** button on your screen to start and stop your slideshow. (The button is displayed when you touch the screen.)

5. Touch the left or right arrow to manually navigate through your slideshow.

View a timeline of your photos and videos

The timeline view organizes your photos and videos chronologically, based on the dates they were taken.

To view a timeline of your photos and videos:

1. From Gallery mode, touch the **Timeline** button.

The timeline appears. Each bar above the timeline represents one or more items taken during the corresponding time period.

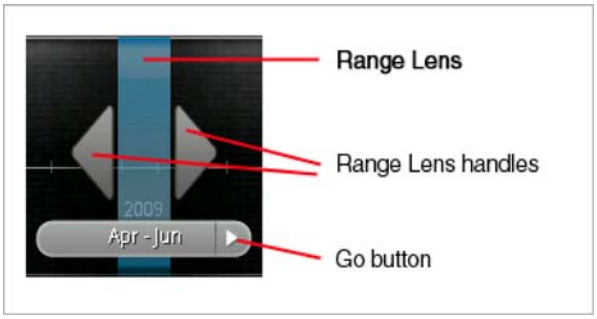
2. Touch a portion of the timeline you would like to browse.

   The Range Lens appears at the selected location.

3. If desired, drag a Range Lens handle right or left to expand or reduce the range.

4. Touch the Go button on the Range Lens to see the photos taken during the time period you selected.

5. **Optional:** Repeat steps 2-4 to narrow your search further.



Delete photos or videos from your photo gallery

To delete photos or videos from your gallery:

1. If you are not already in Gallery mode, touch the Start button.

2. On the Start window, touch the **My Gallery** button.
3. On the keyboard, press MENU, and then touch **Select**.
4. Touch the photos and videos you would like to delete.

   Check marks appear on the selected photos.
5. Touch **Delete**.
6. Touch **Yes** to confirm.

   The selected items are deleted from the gallery.

Share your photos and videos

Share files using an upload service

To share files:

1. If you are not already in Gallery mode, touch the Start button.

2. On the Start window, touch the **My Gallery** button.
3. On the keyboard, press MENU, and then touch **Select**.
4. Select the photos and videos you would like to upload by touching them, or touch **Select All** if you would like to share all of them.

   Check marks appear on the selected items.
5. Touch **Share**.
6. Select the sharing service you would like to use. (You may have fewer options if you are sharing videos.)
7. Log in to your account using your login and password information.
8. Follow the on-screen instructions to upload your files.

Work with albums

Create an album

Albums are collections of photos and videos that you can view as a group.

To create an album:

1. If you are not already in Gallery mode, touch the Start button.

2. On the Start window, touch the **My Gallery** button.
3. On the keyboard, press MENU, and then touch **Select**.
4. Select the photos and videos you would like to include by touching them.

   Check marks appear on the selected items.
5. Touch **Add to**.
6. Touch **Create New Album**. (If this is your first album, skip this step.)
7. Type a name for your album, and then touch **OK**.

   Your album is created with the name you have provided.

Add photos and videos to an existing album

To add photos and videos to an existing album:

1. If you are not already in Gallery mode, touch the Start button.

2. On the Start window, touch the **My Gallery** button.
3. On the keyboard, press MENU, and then touch **Select**.
4. Select the photos and videos you would like to add by touching them.

   Check marks appear on the selected items.
5. Touch **Add to**.
6. Select the album from the list.

   The photos and videos are added to the album you selected.

Choose an image as an album cover

An album cover is the photo or video image that is displayed to represent an album when albums are presented in a gallery.

To choose an image for an album cover:

1. Open the App Drawer, touch **Photo**, and then touch the Start button.

2. On the Start window, touch the **My Gallery** button.
3. On the keyboard, press MENU, and then touch **Views**.
4. Touch **Albums**.
5. Touch the album you would like to edit.

   Thumbnails of each photo and video in the album are displayed.
6. On the keyboard, press MENU, and then touch **Select**.
7. Touch the photo or video you would like to use as the cover art for your album.
8. Touch **Set Album Cover**.

   The photo or video image is set as your album cover.

Remove photos or videos from an album

To remove items from an album:

1. Open the App Drawer, touch **Photo**, and then touch the Start button.

2. On the Start window, touch the **My Gallery** button.
3. On the keyboard, press MENU, and then touch **Views**.
4. Touch **Albums**.
5. Touch the album you would like to open.

   Thumbnails of each item in the album are displayed.
6. On the keyboard, press MENU, and then touch **Select**.
7. Touch the photos and videos you would like to remove from your album.

8. Touch **Remove**.
9. Touch **Yes** to confirm.

   The items you selected are removed from the album, but are not deleted from your device.

Manage your photos

Crop your photos

To crop your photos:

1. If you are not already in Gallery mode, touch the Start button.

2. On the Start window, touch the **My Gallery** button.
3. Touch a thumbnail to enlarge it.
4. Touch the enlarged photo to display it in full-screen mode.
5. On the keyboard, press MENU, and then touch **Crop**.

6. Move the box and reposition the crop lines until the portion of the image you want to keep is within the box.

7. Touch **Save** to save the new, cropped image.

Set a photo as a contact icon

A contact icon is the photo that represents someone in your contact lists. When a contact icon is created in Photo, it will be used in device applications that display contact lists.

To set a photo as a contact icon:

1. If you are not already in Gallery mode, touch the Start button.

2. On the Start window, touch the **My Gallery** button.

3. Browse your gallery to locate the photo that you would like to set as the contact icon for one of your phone contacts.
4. Touch the photo to enlarge it.
5. Touch the enlarged photo to display it in full-screen mode.
6. On the keyboard, press MENU, and then touch **Set as**.
7. Touch **Contact icon**.
8. Select a contact from the list or create a new one.
9. Crop the photo by moving the box and repositioning the crop lines until the portion of the image you want to keep is within the box.
10. Touch **Save**.

Set a photo as wallpaper

To set a photo as wallpaper:

1. If you are not already in Gallery mode, touch the Start button.

2. On the Start window, touch the **My Gallery** button.
3. Browse your gallery to locate the photo that you would like to set as wallpaper.
4. Touch the photo to enlarge it.
5. Touch the enlarged photo to display it in full-screen mode.
6. On the keyboard, press MENU, and then Touch **Set as**.
7. Touch **Wallpaper**.
8. Crop the photo by moving the box and repositioning the crop lines until the portion of the image you want to keep is within the box.
9. Touch **Save**.

Photo settings

Several Photo settings can be customized.

To open the Settings window:

1. Touch the Start button.

2. On the Start window, touch the **Settings** button.
3. Touch a check box to turn a setting on or off.
4. Touch **Slideshow interval** to set the length of time each slide appears during a slideshow.

Print pictures

You can print pictures on your AirLife over a Wi-Fi network using a Hewlett-Packard printer. For example, if you have an HP printer connected to your home Wi-Fi network, you can connect your AirLife to your home network, and then print a picture using the HP printer.

1. Open the App Drawer, and then touch **Photo**.
2. Touch a photo twice to open it in full screen mode.
3. On the keyboard, press MENU, touch **More**, and then touch **Print**.
4. Your AirLife searches for networked printers. Next, touch the printer you prefer to use, and then touch **Print**.

Compatible HP printers:

Business Inkjet 10XX	Officejet Pro 80XX	Photosmart C309XX
Business Inkjet 11XX	Officejet Pro 85XX	Photosmart C31XX
Business Inkjet 12XX	Officejet Pro K53XX	Photosmart C41XX
Color Inkjet cpXX	Officejet Pro K54XX	Photosmart C42XX
Deskjet 450XX	Officejet Pro K550XX	Photosmart C43XX
Deskjet 460XX	Officejet Pro K850XX	Photosmart C44XX
Deskjet 51XX	Officejet Pro K86XX	Photosmart C45XX
Deskjet 57XX	Officejet Pro L73XX	Photosmart C46XX
Deskjet 66XX	Officejet Pro L74XX	Photosmart C51XX
Deskjet 68XX	Officejet Pro L75XX	Photosmart C52XX
Deskjet 69XX	Officejet Pro L76XX	Photosmart C53XX
Deskjet 96XX	Officejet Pro L77XX	Photosmart C55XX
Deskjet 98XX	Photosmart 31XX	Photosmart C61XX
Deskjet D25XX	Photosmart 32XX	Photosmart C62XX
Deskjet D730XX	Photosmart 33XX	Photosmart C63XX
Deskjet F42XX	Photosmart 37XX	Photosmart C71XX
Deskjet F44XX	Photosmart 38XX	Photosmart C72XX
Deskjet F735XX	Photosmart 47XX	Photosmart C81XX
Officejet 60XX	Photosmart 82XX	Photosmart D506XX
Officejet 61XX	Photosmart 84XX	Photosmart D51XX
Officejet 63XX	Photosmart 87XX	Photosmart D53XX
Officejet 65XX	Photosmart A31XX	Photosmart D54XX
Officejet 73XX	Photosmart A32XX	Photosmart D61XX
Officejet 74XX	Photosmart A43XX	Photosmart D71XX

Officejet H470XX	Photosmart A44XX	Photosmart D72XX
Officejet J36XX	Photosmart A51XX	Photosmart D73XX
Officejet J45XX	Photosmart A52XX	Photosmart D74XX
Officejet J46XX	Photosmart A61XX	Photosmart D75XX
Officejet J57XX	Photosmart A620XX	Photosmart Pro B83XX
Officejet J64XX	Photosmart A63XX	Photosmart Pro B88XX
Officejet K550XX	Photosmart A71XX	Photosmart Pro B91XX
Officejet K71XX	Photosmart A82XX	
Officejet K850XX	Photosmart B85XX	

11 Listen to music

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- Work with playlists on page 71
- Listen to Internet radio on page 72

Add and manage your songs

Add songs to Music

There are many ways to add songs to your device:

- Transfer music from an SD card
- Import playlists from the iTunes music library on your PC

Each time you open Music, it scans your device and displays titles, artist and album names, and running times for all the music it finds.

To transfer songs to your AirLife:

1. Insert the SD card containing the music files into your AirLife.
2. Open the App Drawer, and then touch **Music**.
3. On the keyboard, press MENU, and then touch **Locations**.
4. Touch the location containing the songs you want to add.
5. On the keyboard, press MENU, and then touch **Select**.
6. Select the songs you would like to import.
7. Touch **Transfer**, and then touch **Internal Storage**.
8. Touch **OK**.

The imported songs appear in your song list.

Import songs from iTunes with Playlist Importer

The Playlist Importer is a Windows application you can use to transfer songs, podcasts, and entire playlists from the iTunes library on your PC to your AirLife.

Transferred files and playlists are added to your Music audio library, so you can enjoy them whenever you wish and wherever you travel.

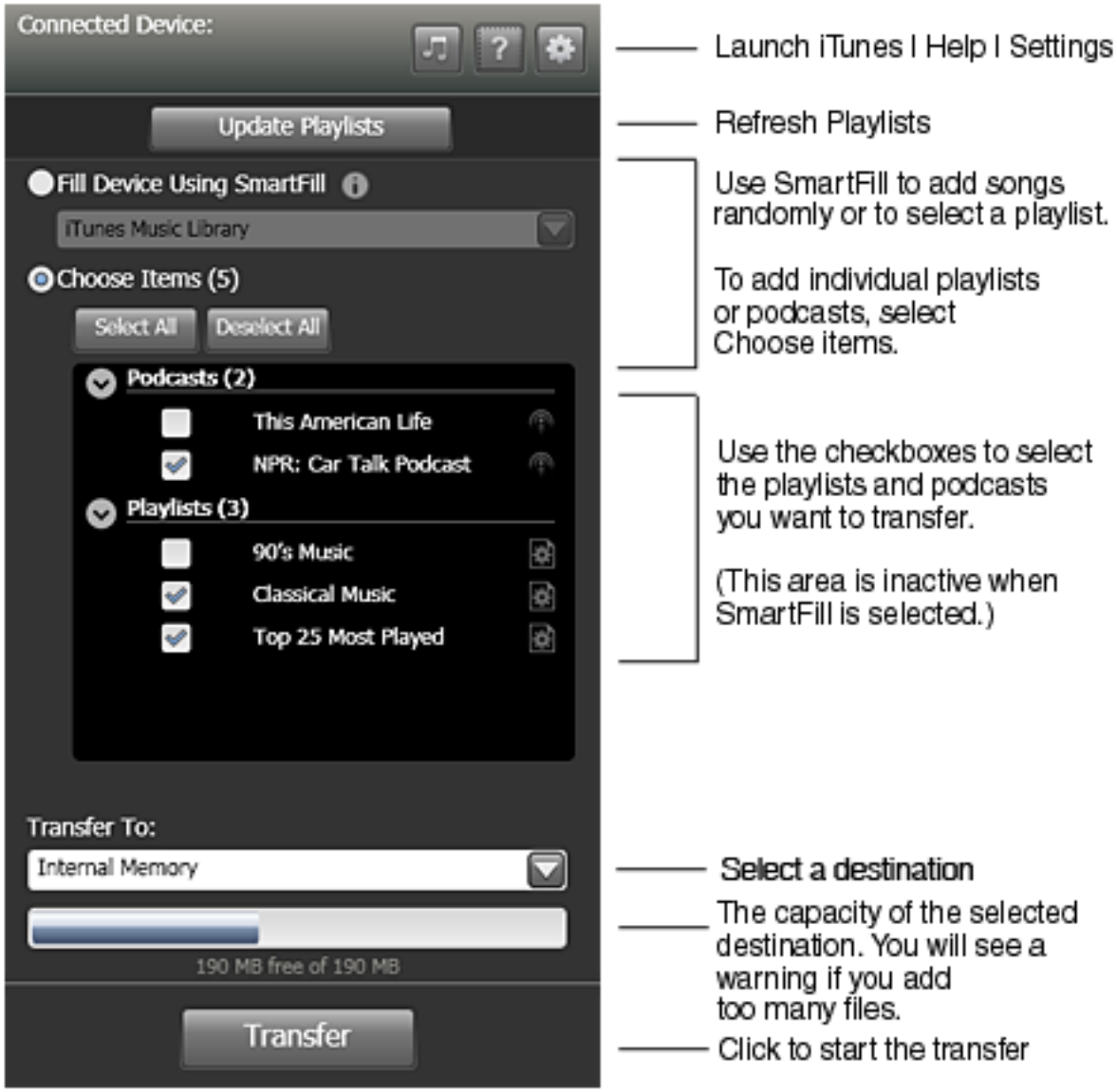
Install the Playlist Importer on your PC

To download and install the Playlist Importer on your PC, go to: http://www.hp.com/go/es-es/al100-pli-download.*

* This is a Web site that is not maintained by HP and where the HP privacy policy does not apply. This link is provided to you for convenience and does not serve as an endorsement by HP of any information or contacts that you may find on this non-HP site.

Get to know Playlist Importer

Playlist Importer transfers songs, podcasts, and entire playlists from the iTunes music library on your PC to your AirLife. The illustration below explains the basic features:


Connected Device:
Launch iTunes | Help | Settings
Update Playlists
Refresh Playlists
Fill Device Using SmartFill
iTunes Music Library
Choose Items (5)
Use SmartFill to add songs randomly or to select a playlist.
To add individual playlists or podcasts, select Choose items.
Select All
Deselect All
Podcasts (2)
This American Life
NPR: Car Talk Podcast
Playlists (3)
90's Music
Classical Music
Top 25 Most Played
Use the checkboxes to select the playlists and podcasts you want to transfer.
(This area is inactive when SmartFill is selected.)
Transfer To:
Internal Memory
Select a destination
190 MB free of 190 MB
The capacity of the selected destination. You will see a warning if you add too many files.
Transfer
Click to start the transfer

Add songs, playlists, and podcasts

Files can be selected manually or by using SmartFill. Before you begin, make sure your device is securely connected to your PC.

To add items manually:

1. In the **Transfer To** drop-down list, choose a location.
2. Select **Choose Items**.
3. Use the checkboxes to select the playlists and podcasts you want to add.
4. Click **Transfer**.

NOTE: If the Transfer button is disabled, the files you have selected may exceed the capacity of the destination. Choose a different destination or clear the checkmarks from one or more items. The capacity indicator directly above the **Transfer** button displays your progress.

To add items using SmartFill:

1. In the **Transfer To** drop-down list, choose a location.
2. Select **Fill Device Using SmartFill**.
3. Use the drop-down menu to select either:
   - **iTunes Music Library**: Songs will be added in random order from your entire library.
   - **All Playlists**: All of your iTunes playlists will be added.
   - A single playlist.
4. Click **Transfer**.

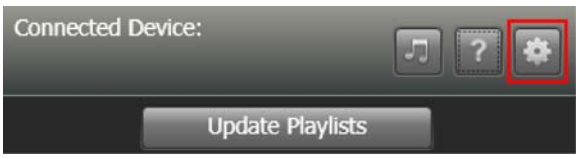
Songs will be added based on your selection and on the **Fill Capacity** setting selected on the **Playlist Importer Settings** dialog box.

Playlist Importer settings

Playlist Importer can be customized using the Playlist Importer Settings dialog box.

To change settings:

1. Click the **Settings** button.



2. You can customize the following features:
   - **Open Playlist Importer**: Select this setting to open the application whenever a compatible device is connected to your PC.
   - **Check for Updates**: Select this setting to have Playlist Importer check regularly for updates. Click **Check Now** to check for updates now.
   - **SmartFill**: Use the Fill Capacity setting to determine how much of the available memory on your device or memory card is filled by SmartFill. Select **Available Space** to have SmartFill fill all of the available space. Select **Assign** to set a maximum space allocation. To increase the likelihood of hearing your favorite songs, select **Choose higher rated items more often**.
3. Click **OK** to confirm your changes.

Play songs on your AirLife

When you first launch Music, the Songs View window appears by default, and alphabetically lists all of the songs in your library.

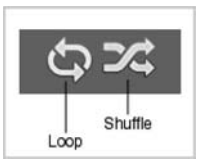
1. Scroll up or down, and then touch a song title.

TIP: You can search for a particular song by typing the first few letters of the song name. Your song list will be filtered to match the letters you have entered.

2. To adjust the playback volume, on the keyboard, press the volume up or down key.
3. Touch the Play/Pause button to stop the song.
4. To play a different song in the list, touch its title.

By default, songs in the queue play in order. Playback ends after the last song in the list is played. You can adjust this behavior using the Loop and Shuffle buttons.

- **When Loop is selected**: Playback loops continuously through the list.
- **When Shuffle is selected**: Songs in the list are played in a random order until each song is played once.
- **When both Loop and Shuffle are selected:** Songs in the list are played continuously in random order.



Play an entire album

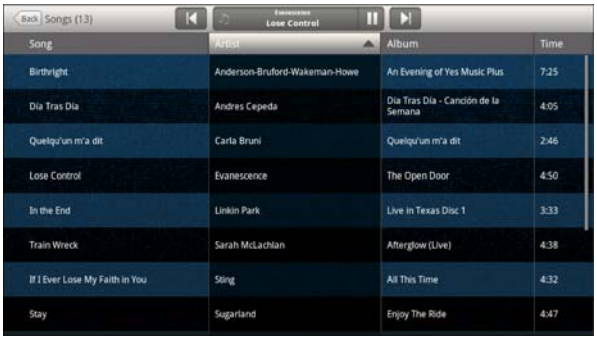
1. Open the App Drawer, and then touch **Music**.
2. On the keyboard, press MENU, and then touch **Views**.
3. Touch **Albums**.
4. Touch the album.
5. A list of the available songs from that album is displayed. Touch the first song on the list.
6. To adjust the playback volume, on the keyboard, press the volume up or down key.
7. To play a different song in the list, touch its title.

Sort your songs

To help you locate and play songs in your song list, Music provides several helpful sorting options. Sort your songs according to song title, artist name, or album name.

1. Open the App Drawer, and then touch **Music**.

2. Touch one of the column titles. For example, if you touch Song, songs are sorted alphabetically by song title. Touch the title a second time to reverse the order.



Songs can also be grouped by artist or album using the Views menu.

To group songs using the Views menu:

1. Open the App Drawer, and then touch **Music**.
2. On the keyboard, press MENU, and then touch **Views**.
3. Select **Albums** or **Artists**.

   The results are listed alphabetically. Below is an example of a song list grouped by Album.

Delete songs from your device

1. Open the App Drawer, and then touch **Music**.
2. On the keyboard, press MENU, and then touch **Select**.
3. Select the songs you would like to delete from your device by touching them.
4. Touch **Delete**, and then touch **Yes** to confirm.

Copy and transfer songs

Music can copy songs to your device's internal memory or from your device to an SD card.

1. Open the App Drawer, and then touch **Music**.
2. On the keyboard, press MENU, and then touch **Select**.
3. Touch the songs you would like to copy, and then touch **Copy**.

4. Select a destination:

   - Touch **Cloud Storage** to copy the selected songs to the Web.
   - Touch **SD Card** to copy the selected songs from your device's internal memory to your memory card.
   - Touch **Internal Storage** to copy the selected songs from your SD Card to your device's internal memory.

   If any of the songs you've selected are already on the destination, they will be ignored. (This does not apply when Cloud Storage is selected as the destination.)

5. **Optional**: In the Copy dialog box, select from the available file handling options.
6. Touch **OK** to copy the files.

Work with playlists

Create a playlist

A playlist is a collection of songs that you create, arrange, and listen to as one unit. You can give your playlists unique names to more easily identify them, such as: *Party Mix*, or *Jazz Tunes*.

1. Open the App Drawer, and then touch **Music**.
2. On the keyboard, press MENU, and then touch **Select**.
3. Touch the songs you would like to add to the playlist, and then touch **Add to**.
4. Touch **New Playlist**.
5. Type a name for your playlist, and then touch **OK**.

Add songs to an existing playlist

1. Open the App Drawer, and then touch **Music**.
2. On the keyboard, press MENU, and then touch **Select**.
3. Touch the songs you would like to add to the playlist, and then touch **Add to**.
4. Select the playlist you would like to add the selected song(s) to.

Listen to a playlist

1. Open the App Drawer, and then touch **Music**.
2. On the keyboard, press MENU, and then touch **Views**.
3. Touch **Playlists**.
4. Touch the playlist you would like to play.
5. Touch the first song on the list.
6. To adjust the playback volume, on the keyboard, press the volume up or down key.

Remove songs from a playlist

1. Open the App Drawer, and then touch **Music**.
2. On the keyboard, press MENU, and then touch **Views**.
3. Touch **Playlists**.
4. Select the playlist you would like to modify.
5. On the keyboard, press MENU, and then touch **Select**.
6. Touch the song(s) you would like to remove from the playlist.
7. Touch **Remove**, and then touch **Yes** to confirm.

Delete a playlist

1. Open the App Drawer, and then touch **Music**.
2. On the keyboard, press MENU, and then touch **Views**.
3. Touch **Playlists**.
4. On the keyboard, press MENU, and then touch **Select**.
5. Touch the playlist you would like to delete, and then touch **Delete**.
6. Touch **Yes** to confirm.

NOTE: Deleting a playlist will not delete the songs from your device or from Music.

Listen to Internet radio

Music makes it easy to stream Internet radio. Dozens of stations have been preloaded, and you can add your own favorites whenever you want.

Play Internet radio stations

1. Open the App Drawer, and then touch **Music**.
2. On the keyboard, press MENU, and then touch **Views**.
3. Touch **Radio**.
4. Touch the name of the Internet radio station.

To add a radio station to the list:

1. Open the App Drawer, and then touch **Music**.
2. On the keyboard, press MENU, and then touch **Views**.
3. Touch **Radio**.
4. On the keyboard, press MENU, and then touch **Add a Station**.

5. Enter the station's name and its Internet address.
6. Touch **Done**.

12 Use Quickoffice

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Quickword

Open a Microsoft® Word document

1. Open the App Drawer, and then touch **Quickoffice**.
2. Touch the location where the file is located, and then touch the Word document. The file name usually ends with .doc or .docx.

Search for text in a document

1. On the keyboard, press MENU, and then touch **Search**.
2. In the search box, type the text that you are searching for, and then touch the magnifying glass on the right.
3. To search for the next or previous item within the document, touch the forward or back button.

4. To end the search and close the search text box, on the keyboard, press MENU, and then touch **Search**.

Page quickly through a document

Page view allows you to move through the document quickly while still viewing the contents of each page.

1. On the keyboard, press MENU, and then touch **Page view**.
2. In Page view, the pages will appear smaller. Scroll through the document by touching, holding and sliding upwards or downwards across the screen.
   - To increase the size of the page to the width of your screen, on the keyboard, press MENU, and then touch **Fit to width**.
   - To quickly view a specific page, on the keyboard, press MENU, and then touch **Go to page**. Type in a page number, and then touch **OK**.

3. To return the pages to full size, on the keyboard, press MENU, and then touch **Reflow view**.

Quicksheet

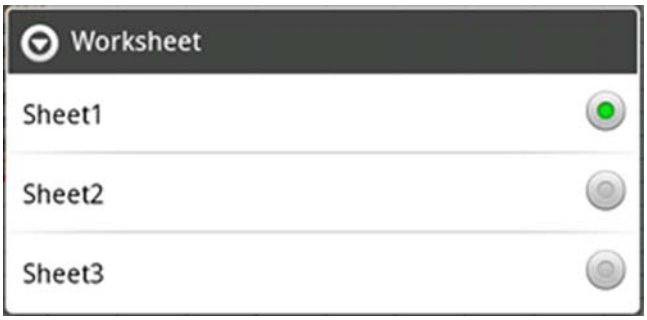
Open a Microsoft® Excel spreadsheet

1. Open the App Drawer, and then touch **Quickoffice**.
2. Touch the location where the file is located, and then touch an Excel file. The file name usually ends with .xls or .xlsx.

Go to another worksheet

Some spreadsheets are broken up into more than one worksheet. Perform the following procedure to view a worksheet:

1. On the keyboard, press MENU, and then touch **Worksheet**.
2. In the **Worksheet** list, touch a worksheet.



Quickpoint

Open a Microsoft® PowerPoint presentation

To open a document perform the following:

1. Open the App Drawer, and then touch **Quickoffice**.
2. Touch the location where the file is located, and then touch a PowerPoint file. The file name usually ends in .ppt or .pptx.

Go to another slide

To quickly view another slide within a presentation, perform the following:

1. On the keyboard, press MENU, and then touch **Go to slide**.
2. In the **Enter slide number** box, type a slide number, and then touch **OK**.

QuickPDF

Open a PDF file

1. Open the App Drawer, and then touch **Quickoffice**.
2. Touch the location where the file is located, and then touch a PDF file. The file name usually ends in .pdf.

View an entire page

- On the keyboard, press MENU, and then touch **Fit Page**.

Enlarge pages

To increase the page width to the same as the width of your AirLife screen, perform the following:

- On the keyboard, press MENU, and then touch **Fit Width**.

Go to another page

1. On the keyboard, press MENU, and then touch **Go To Page**.
2. In the **Enter page number** box, type a page number, and then touch **OK**.

Update Quickoffice

To get the best experience and latest functionally from Quickoffice (e.g. editing capabilities), you can install the latest updates. Quickoffice automatically checks for updates, or you can manually check for updates.

Automatic update:

1. If there is an update available, when you open Quickoffice, you are prompted to install the update. Touch **Yes**. Next, the update website opens in the browser.

   Or, you will be sent a notification when the update is available. To download the update, open the Notification Drawer, and then touch the Quickoffice update notification. Next, the update website opens in the browser.

2. Follow the instructions on how to download the update.

3. After the update has downloaded, touch the update file to start installation.

Manual update:

1. Open the App Drawer, and then touch **Quickoffice**.

2. On the keyboard, press MENU, and then touch **Updates**.

3. After the update has downloaded, touch the update file to start installation.

13 Navigate with GPS using NDrive

- Enable GPS on page 80
- Get directions on page 80
- Find a restaurant or business on page 80
- Add favorite locations on page 80

Enable GPS

1. On the keyboard, press MENU, and then touch **Settings**. Touch **Location**, and then select **Enable GPS satellites**.
2. Open the App Drawer, and then touch **NDrive**.

Get directions

1. Open the App Drawer, and then touch **NDrive**.
2. Touch **Menu**, touch **Navigate**, and then touch **Address**.
3. In the **Town** box, type a town. As you type, a list of towns appears. Touch the town.
4. In the **Street** box, type the street. As you type, a list of streets appears. Touch the street.
5. In the **House Number** box, type the house or building number, and then touch **Ok**.

To go to a recent location

1. Open the App Drawer, and then touch **NDrive**.
2. Touch **Menu**, touch **Navigate**, and then touch **Recent Location**.
3. Touch a recent location.

To go to a previously defined favorite

1. Open the App Drawer, and then touch **NDrive**.
2. Touch **Menu**, touch **Navigate**, and then touch **Favourite**.
3. Touch a category, and then touch the location.

Find a restaurant or business

1. Open the App Drawer, and then touch **NDrive**.
2. Touch **Menu**, Touch **Find**, and then touch **POI** or **Near by POI**.
3. In the **Town** box, type a town. As you type, a list of towns appears. Touch the town.
4. Touch a category and any subcategory that appears, and then touch the location.

Add favorite locations

1. Touch any location on the map, and then touch the star icon located at the bottom of the screen.
2. Touch the **name** box, type a name, and then touch **Ok**.

To navigate to a favorite location

1. Open the App Drawer, and then touch **NDrive**.
2. Touch **Menu**, touch **Navigate**, and then touch **Favorite**.
3. Touch a category, and then touch a favorite.

Find more information on NDrive

To find more information in NDrive, go to: www.ndriveweb.com.

14 Backup

- Backup and restore on page 83

Backup and restore

Backup creates an archive of everything on your device—operating system, apps, photos, music, and video.

Create an archive

1. Make sure that the SD memory card you are using to store the archive is properly inserted in your device.
2. Open the App Drawer, and then touch **Backup**.
3. If this is your first archive, give the archive a name.
4. Archives always include your documents, and applications. To include pictures, music, and videos, touch the corresponding checkboxes.
5. If this is your first archive, touch the **Create Archive** button. If you have previously created an archive, touch **Start Backup**.

Set backup reminders

You can schedule backup reminder notices using the Reminder Interval control.

1. Open the App Drawer, and then touch **Backup**.
2. Touch the **Backup** tab, if it is not already displayed.
3. Move the slider to the desired interval: **Never**, **Daily**, **Weekly**, or **Monthly**.
4. On the keyboard, press the Home or Back key to close Backup and save your changes.

Restoring an archive

△ **CAUTION:** Restore deletes the entire contents of your AirLife and restores the files, and applications contained on the archive you select. When you restore an archive, you lose the changes you have made and the files you have added since the archive was created.

1. Make sure that the SD memory card containing your archive is properly inserted in your AirLife.
2. Open the App Drawer, and then touch **Backup**.
3. Touch the **Restore** tab, if it is not already selected.
4. Select an archive from the list. In most cases, only one archive will be listed.
5. Touch **Start Restore**.

Backup tips

- Backup cannot be used to restore individual files.
- An SD memory card can only store one archive per device. If you wish to keep old archives, you'll need to use a different SD memory card for each archive.
- For added security, remove the SD memory card after archiving a device and store the card somewhere safe. You may want to note the date of the archive and, if you have more than one device, the device name.

15 Manage your AirLife

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- Manage applications on page 88
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- View hardware and system information on page 90

Organize your files with File Manager

Use File Manager to quickly access files, create file folders, copy, move, rename and sort files and folders stored on your AirLife or storage card.

View folders and files

1. Open the App Drawer, and then touch **File Manager**.
2. On the **File Manager** screen, you can touch **Internal Storage**, **SD Card**, or **Recent Documents**.
3. Touch a folder or file to open it. When you touch a file, the corresponding application opens.

Create a new folder

1. Open the App Drawer, and then touch **File Manager**.
2. Touch the location where you want to create a new folder.
3. On the keyboard, press MENU, and then touch **Create folder**.
4. In the **New folder name** box, type a name, and then touch **Create**.

   The new folder will appear on your screen.

Rename a file or folder

1. Open the App Drawer, and then touch **File Manager**.
2. Touch the location of the folder or file.
3. Long touch the file or folder you want to rename, and then touch **Rename**.
4. Type a new name, and then touch **Rename**.

Copy files and folders

1. Open the App Drawer, and then touch **File Manager**.
2. Touch the location where the folder or file you wish to copy is located.
3. Touch the check mark on the right of the file or folder name to select it.

NOTE: To copy an individual file or folder, long touch the file or folder, and then touch **Copy**. The message **Item copied to clipboard** is displayed.

4. On the keyboard, press MENU, and then touch **Copy**. The message **[X] items copied** is displayed.
5. Go to the location where you want to paste the files or folders. On the keyboard, press MENU, and then touch **Paste**.

NOTE: If you attempt to paste files or folders into the same location, an error message will appear. You can't paste files to the folder they were copied from.

Move files and folders

1. Open the App Drawer, and then touch **File Manager**.
2. Touch the location where the folder or file you wish to move is located.
3. Touch the check mark on the right of the file or folder name to select it.

NOTE: To cut an individual file or folder, long touch the file or folder, and then touch **Cut**.

4. On the keyboard, press MENU, and then touch **Cut**.

   The message **X items cut** is displayed.

5. Go to the location where you want to paste the files or folders. On the keyboard, press MENU, and then touch **Paste**.

NOTE: If you attempt to paste files or folders into the same location, an error message will appear. You can't paste files to the folder they were copied from.

Sort folder contents

To sort folder contents by name, file type, size or date, perform the following:

1. Open the App Drawer, and then touch **File Manager**.
2. Touch the location of the folder.
3. On the keyboard, press MENU, and then touch **Sort**.
4. In the **Sort by** list, touch an option.

Delete files and folders

1. Open the App Drawer, and then touch **File Manager**.
2. Touch the location where the folder or file you wish to delete is located.
3. Touch the check mark on the right of the file or folder name to select it.

NOTE: To copy an individual file or folder, long touch the file or folder, and then touch **Delete**.

4. On the keyboard, press MENU, touch **Delete**, and then touch **OK**.

WARNING! When a file or folder is deleted, it can't be retrieved.

Create keyboard shortcuts using Quick launch

You can assign a keyboard shortcut to any application.

To launch an application using a keyboard shortcut, press the search key plus a letter or number.

1. On the Home screen, press MENU on the keyboard, and then touch **Settings**.
2. On the **Settings** screen, touch **Applications**, and then touch **Quick launch**.
3. Next to the shortcut letter or number that you prefer, touch **Assign application**.

   To reassign a keyboard shortcut, touch the keyboard shortcut, and then select a new application.

NOTE: Several items, such as Browser and Email, are assigned default Quick launch keyboard shortcuts.

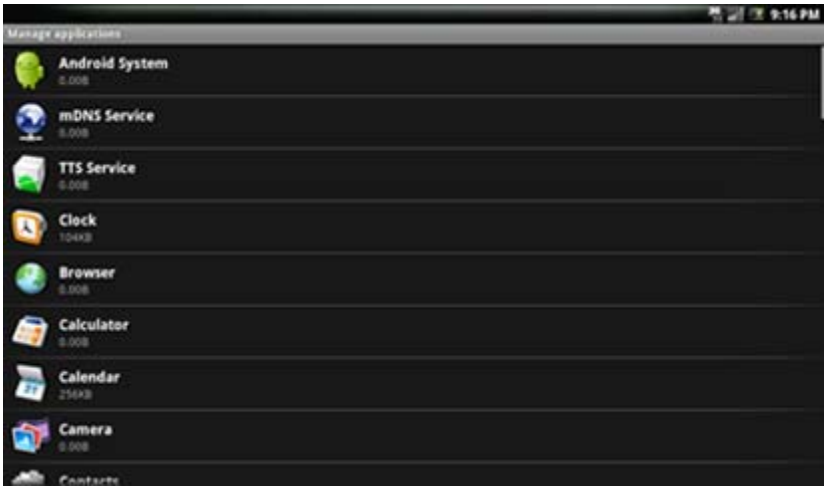
Manage applications

To manage programs within AirLife to create more available storage space or change items such as default launch, permissions, or cache, follow the procedure below.

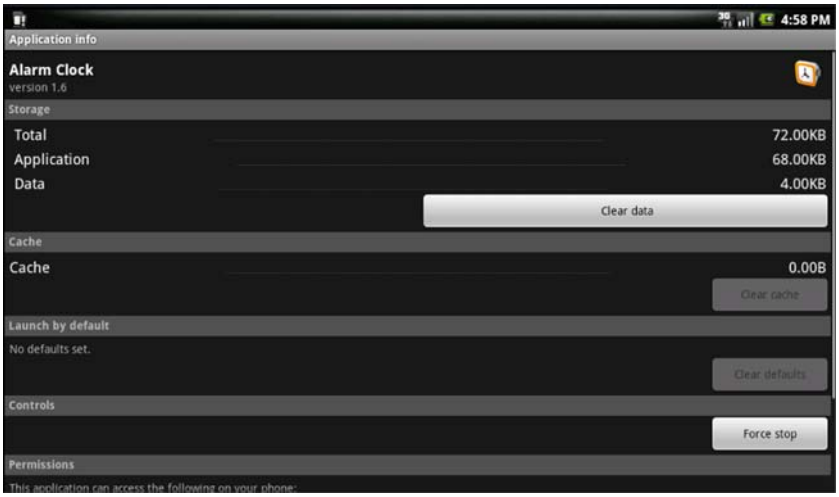
1. On the Home screen, press MENU on the keyboard, touch **Settings**, touch **Applications**, and then touch **Manage applications**.

NOTE: On the **Manage applications** screen, you can sort or filter the application list. On the keyboard, press MENU, and then touch **Sort by size** or **Filter**.

2. On the **Manage applications** screen, touch an application.



3. In the **Application info** screen, make the necessary changes, and then press Back or Home on the keyboard.



NOTE: The Applications info screen allows you to make many application changes. For more information about a particular application, check with the application manufacturer.

Update AirLife

With system updates, you can download the latest updates for your AirLife. This includes updates to the operating system and applications installed on your device.

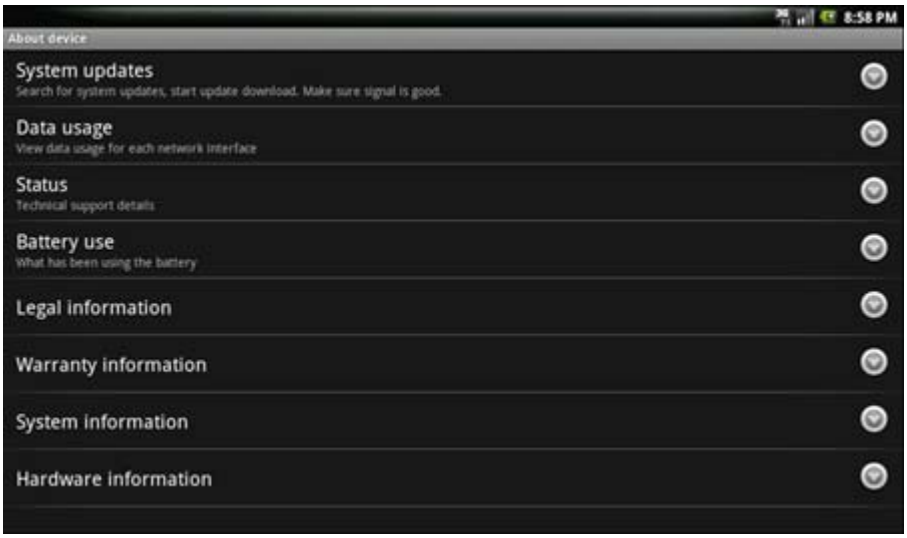
- On the Home screen, press MENU on the keyboard, touch **Settings**, touch **About device**, and then touch **System updates**. Your AirLife will download the latest updates.

NOTE: To download updates, your AirLife must have a cellular or Wi-Fi connection.

View hardware and system information

Use the About AirLife information screens to view data usage, various system status information, device hardware information, battery use details, software license details, AirLife serial number, operating system information, memory, display, camera, keyboard, Bluetooth, Wi-Fi, and other network information.

1. On the Home screen, press MENU on the keyboard, and touch **Settings**, and then touch **About device**.
2. On the **About device** screen, touch a choice. See below for detailed information.



- **Data usage —** The amount of data downloaded and uploaded over the following network connections:
  - **Mobile network —** Amount of bytes used today, this month, and total usage.
  - **Wi–Fi —** Amount of bytes used today, this month, and total usage.
- **Status —** Detailed technical information:
  - **Battery status —** Displays the current status such as charging or disconnected.
  - **Battery level —** Contains percentage of remaining battery charge.
  - **My phone number —** The number associated with your device.
  - **Network —** Lists the network currently running.
  - **Signal strength —** Displays the current network signal strength in dBm and asu.
  - **Mobile network type —** Lists the current type of cellular network, such as UMTS.
  - **Service state —** Displays **In service** or **Out of service**.
  - **Roaming —** Displays whether your AirLife is roaming or not.

- **Mobile network state —** Displays whether your AirLife is connected to a cellular network or not.
- **IMEI —** Displays IMEI number associated with your AirLife.
- **IMEI SV —** Displays IMEI SV associated with your AirLife if any.
- **Wi–Fi MAC address —** Displays Wi-Fi MAC address if available.
- **Up time —** Displays a clock that shows the amount of time your AirLife has been running.

- **Battery use —** Details what the battery power has been used for.
- **Legal information —** Displays legal information about hardware and software.
- **Warranty information —** Displays Limited Warranty and Technical Support terms and agreement.
- **System information —** Provides system details for the following:
  - **Manufacturer name —** Name of the system development entity.
  - **Serial number —** System serial number.
  - **Hardware version —** AirLife hardware version.
  - **Firmware version —** Firmware version associated with your AirLife .
  - **Baseband version —** Baseband version number if known.
  - **Kernel version —** Type of Linux Kernel.
  - **Build number —** System build number.
  - **Keyboard type —** Type of keyboard associated with language and region.
  - **Product SKU —** Displays SKU.
  - **RAM size —** Lists the RAM size associated with your AirLife.
- **Hardware information —** Provides AirLife hardware information for the following:
  - **Bluetooth information —** Lists the **Manufacturer name**, **Hardware version**, **Driver version** and **MAC address** associated with Bluetooth hardware connected to your device.
  - **Wi–Fi information —** Lists the **Manufacturer name**, **Hardware version**, **Driver version**, **MAC address** and **IP address** associated with Wi–Fi hardware connected to your AirLife.
  - **GPS information —** Lists the **Manufacturer name**, **Hardware version**, **Driver version**, and **Status** associated with GPS hardware connected to your AirLife.
  - **Camera information —** Lists the **Manufacturer name**, **Hardware version**, **Driver version**, and **Resolution** associated with Camera hardware connected to your AirLife.

Unlock SIM Card

Your SIM card has a security feature that locks it if the PIN is entered incorrectly three times. To unlock your SIM card, you will need the PIN Unlock Key (PUK). You have received your PUK from your mobile operator at the time of purchase of the SIM card. This PUK code allows you to reset your SIM card and create a new PIN for it.

When you enter a wrong PIN three times, you will be asked to enter the following information:

```
**05*YourPUK*YourNewPIN*YourNewPIN#
```

Make sure that you enter the required information exactly as instructed. Instead of the placeholders (YourPUK, YourNewPIN), you will enter your PUK code from the mobile operator and a new PIN code that you define yourself.

If you have lost your PUK, contact your mobile operator for help.

16 Synchronize your corporate email and calendar using RoadSync

- Sync email and calendar on page 94

Sync email and calendar

RoadSync allows you to sync your AirLife with your corporate email and calendar that uses Microsoft Exchange server. Contact your corporate IT administrator to find out if your email account uses Exchange server.

1. Open the App Drawer, touch **RoadSync Mail**, and then touch **Next**.
2. To accept the end-user license agreement, touch **Accept**.
3. On the **Register Now!** screen, enter your name and corporate email address, and then touch **Register**.
4. In the **Registration was successful!** window, touch **OK**.
5. On the **Connect to Exchange** screen, in the **Password** box, enter your corporate password, and then touch **Next**.

> **NOTE:** To manually enter your user name, password, Exchange server address, and domain, touch **Manual Settings**.

6. On the **Preferences** screen, select your email and calendar sync options.
7. When you are finished selecting sync options, on the keyboard, press MENU, and then touch **Done**. Your email and calendar will synchronize.

17 Data connection

- Data connection types on page 96
- Advanced settings for data connections on page 98

Data connection types

Your AirLife supports different types of 2G and 3G connection standards over cellular networks as well as Wi-Fi. The table below provides brief information about the connection standards supported by your AirLife and the features each standard provides:

Connection Standard	Technology Generation	Supports Data
HSPA	3.5G	Yes
UMTS	3G	Yes
EDGE	2.75G	Yes
GPRS	2.5G	Yes
GSM	2G	No
Wi-Fi	802.11b/g (Supports channels 1–13)	Yes

HSPA

High Speed Packet Access (HSPA), also known as 3.5G, is an enhancement of UMTS which is based on 3G technology, and offers faster data speeds. Your AirLife supports HSPA from 3.6 to 7.2 Mbps for high speed downloads and 2 Mbps for high speed uploads. AirLife also supports HSPA over four different frequency bands (850/900/1900/2100). When HSPA is available, AirLife uses that technology and reverts back to UMTS or GSM/GPRS/EDGE if HSPA is unavailable.

UMTS, 3G & WCDMA

Universal Mobile Telecommunications System (UMTS) is one of the third-generation (3G) mobile telecommunications technologies, which is also being developed into a 4G technology. The most common form of UMTS uses WCDMA. UMTS is a complete network system, it covers the radio access network (UMTS Terrestrial Radio Access Network, or UTRAN), the core network (Mobile Application Part, or MAP), as well as authentication of users via USIM cards (Subscriber Identity Module). Unlike EDGE, UMTS requires new base stations and new frequency allocations, but it is closely related to GSM/EDGE because it borrows and builds upon concepts from GSM. Most UMTS devices support GSM. The name UMTS is usually used in Europe. Outside of Europe, the system is also known by other names, but is often just referred to as 3G.

GPRS/EDGE

The GPRS/EDGE technology enables the cellular network to be used for messaging, to access a corporate network, or the Internet.

NOTE: EDGE is an enhancement to GPRS technology and enables higher speed data connections than GPRS. This means faster phone multimedia capabilities such as sending and receiving SMS/MMS messages, and sharing video clips. Check with your service provider to see if they support EDGE technology. If your service provider does not support the EDGE network, the AirLife defaults to GPRS.

Differences between GSM and GPRS/EDGE/HSPA technology

GSM technology is typically used for voice calls and text messaging, whereas GPRS/EDGE/HSPA technology provides a data connection to the cellular network that can be used for web browsing, multimedia messages, or accessing your corporate network.

Wi-Fi

Wi-Fi enabled devices such as AirLife allow you to connect to the Internet through a Wi-Fi network/ hot spot. Wi-Fi is short for Wireless Local Area Network or WLAN devices based on IEEE 802.11 standards.

NOTE: Wi-Fi is a trademark of the Wi-Fi Alliance which promotes WLAN technology and certifies products that conform to 802.11 technology standards.

Advanced settings for data connections

Your AirLife's networking capabilities allow you to access the Internet through a cellular network or Wi-Fi. A cellular network is the same network that is provided for mobile phones. It is generally available almost anywhere. A Wi-Fi network is a much smaller, generally 300 feet (100 meters) in distance, but usually faster than a cellular network.

NOTE: If your network is behind a firewall, you may need to configure the advanced settings on your AirLife to connect to the Internet or to access secured intranet sites.

Automatically connect to a cellular network

If you have already created more than one connection, you can set up your AirLife to connect to the best available connection automatically.

When you turn on your AirLife for the first time, with the SIM card inserted, it is automatically configured to use your mobile operator's cellular service.

NOTE: Make sure that you have an active account before connecting to a cellular network.

View your current network connection:

1. On the Home screen, press MENU on the keyboard, touch **Settings**, touch **Wireless controls**, and then touch **Mobile networks**.
2. Touch **Network operators** or **Access Point Names**.

Add a new cellular network connection

When you need to add another cellular network connection on your AirLife, obtain the access point name and settings (including user name and password if required) from your mobile operator.

1. On the Home screen, press MENU on the keyboard, touch **Settings**, touch **Wireless controls**, touch **Mobile networks**, and then touch **Access Point Names**.
2. On the **APNs** screen, press MENU on the keyboard, and then touch **New APN**.
3. On the **Edit access point** screen, touch an APN setting, type the setting, and then touch **OK**.
4. When you have finished adding settings, press MENU on the keyboard, and then touch **Save**.

Automatically connect to a Wi-Fi network

To use Wi-Fi on your AirLife, you need access to a wireless access point or hotspot. The availability and range of the Wi-Fi signal depends on the infrastructure and other objects through which the signal passes.

Turn Wi-Fi on and connect to a network:

1. On the Home screen, press MENU on the keyboard, touch **Settings**, and then touch **Wireless controls**.
2. To turn on Wi-Fi, select the **Wi-Fi** check box. Your AirLife will scan for available wireless networks.
3. Touch **Wi-Fi settings**, and then touch a Wi-Fi network. If the network is secure, you need to enter a password. The next time your AirLife connects to the network, you do not need to enter the password again unless you reset your AirLife to its factory default settings.

Check the current wireless network connection status:

- **Status bar —** When your AirLife is connected to a wireless network, the Wi-Fi icon appears in the status bar and tells you the approximate signal strength (number of bars displayed). If Network notification in Wi-Fi settings is enabled, the Wi–Fi enabled icon appears in the status bar whenever your AirLife detects an available wireless network within range.
- **Wi-Fi networks —** On the **Wireless controls** screen, touch **Wi-Fi settings**, and then touch the wireless network that the AirLife is currently connected to. The Wi-Fi network name, status, speed, signal strength, security information, and IP address are displayed.

TIP: If you want to remove the wireless network settings on your AirLife, touch **Forget** on this window. You will need to enter the settings again if you want to connect to this wireless network.

Connect to another Wi-Fi network

1. On the **Wireless controls** screen, touch **Wi-Fi settings**. Detected Wi-Fi networks are displayed in the Wi-Fi networks section.
2. Touch another Wi-Fi network to connect to it. If the wireless network you want to connect to is not in the list of detected networks, scroll down the screen, and then touch **Add Wi-Fi network**. Enter the wireless network settings, then touch **Save**.

NOTE: To manually scan for available Wi-Fi networks, on the **Wi-Fi settings** screen, press MENU on the keyboard, and then touch **Scan**.

Turn off network connections with Airplane mode

While aboard an aircraft, it may be necessary to turn off network connections to your AirLife. In Airplane mode, Bluetooth, Wi-Fi, and the cellular network are turned off.

To enable or disable Airplane mode, perform the following:

1. On the Home screen, press MENU on the keyboard, touch **Settings**, and then touch **Wireless controls**.
2. Touch **Airplane mode** to enable or disable it. When enabled, the Airplane mode icon is displayed in the status bar.

TIP: When you disable Airplane mode, network connections are turned back on and the previous state of Bluetooth and Wi-Fi are restored.

18 Specifications

- System specifications on page 101
- Physical specifications on page 103
- Operating environment on page 104
- Supported frequency bands on page 104

System specifications

Not all models described are available in all countries/regions. Specifications for your particular model can be accessed under **About device** in **Settings**.

System Feature	Description
Processor	Qualcomm Snapdragon™ QSD8250 (GSM/UMTS) 1GHz
Operating system	Compaq touch experience powered by Android™
Memory	512MB RAM / 512MB Flash memory **NOTE:** Actual available memory might vary.
Internal storage	16 GB* (15 GB user available) **NOTE:** 1 GB may not be available due to application requirements.
External power	AC adapter: input 100-240V, 50 to 60 Hz and output 9V, 1.67A
Display	10.1” (25.7 cm)diagonal, 16-bit color (65K colors), 1024 x 600 resolution (WSVGA), touch screen (Resistive), backlit TFT, user controllable light sensor for automatic display brightness control.
Keyboard	Simplified alphanumeric (function keys removed – 92% of full size). Special keys--Power, Browser, Search, Symbol, Volume up, Volume down, Mute, MENU, Back, Home.
Removable storage	SD card slot supports up to 32GB (card sold separately)
Headphone jack	3.5mm stereo audio jack supports both 4-pole wired headsets and 3-pole wired headphones.
USB	Micro USB connector
Supported networks	802.11b/g, GSM/GPRS/EDGE/UMTS, HSDPA, HSUPA
WAN Wireless networks	• Quad-band UMTS/HSPA up to 7.2 Mbps for HSDPA and 2.0 Mbps for HSUPA (850/900/1900/2100 MHz) • Quad-band GPRS/EDGE, supporting multi-slot class 12 (850/900/1800/1900 MHz) • RX diversity feature for HSDPA
GPS	Stand Alone GPS and A-GPS capable High sensitivity GPS signal detection
Battery	Removable/rechargeable Li-Polymer battery, 7600mAh nominal
Bluetooth	Bluetooth 2.0+EDR, 10 m range (approximately 33 ft) – High-speed, low-power, short-range wireless communication with other Bluetooth devices. Includes, but not limited to the following profile support: Generic Access Profile (GAP), Advanced Audio Distribution Profile (A2DP), Audio/Video Remote Control Profile (AVRCP), Enhance Data Rate (EDR).

System Feature	Description
Wi-Fi	• IEEE Standard--802.11b/g compliant • Operating distance--Up to 360 feet (outdoor/open sight) • Authentication--802.1x / PEAP v0-MSCHAPv2 and EAP-TLS • Security--802.11i / TKIP and AES-CCMP encryption; Open, WEP, 802.11X, WPA-Personal (WPA PSK), WPA-Enterprise (EAP), WPA2-Personal (WPA2-PSK), WPA2-Enterprise (EAP)
Camera	• Resolution – 0.3 Megapixel (VGA) • Picture file formats – .jpg (for picture), .3gp, .mp4 (user settable) • Image size – VGA (640x480) • Video size – VGA (640x480)

Physical specifications

	Metric	U.S.
Length	264 mm	10.39 inches
Width	166.5 mm	6.56 inches
Height	23.8 mm	0.94 inches
Weight	1.0 kg	2.2 lbs.

Operating environment

		Metric	U.S.
Temperature	Operating	0 to 50° C	32° to 122° F
	Non-operating	–20° to 60° C	–4° to 149° F
Relative Humidity	Operating	96 % RH	96 % RH
	Non-operating	96 % RH	96 % RH

Supported frequency bands

Your AirLife has an integrated GSM/GPRS/EDGE feature that supports four different frequency bands (850/900/1800/1900) for international roaming. Your AirLife also supports UMTS/HSUPA in four different frequency bands (850/900/1900/2100). When traveling between countries and/or network operators, this feature automatically changes the connection settings for frequency bands if the home band is unavailable. This feature is the default setting on your AirLife.

NOTE: Your AirLife might take several minutes, depending on the environment, to connect to the network for the first time when roaming in another country.

To avoid problems when you are out of the country, follow these tips before you leave:

- Visit your service provider's website to see if their service is available where you are traveling.
- Verify if your mobile phone account is set up for international roaming and if additional charges apply.

19 Accessories

For the best performance from your AirLife, it is recommended that you use accessories that have been designed together with your AirLife. Non-compatible accessories may result in poor performance or may not function. To purchase compatible accessories, such as cases and batteries for your new AirLife, go to www.hp.com.

Power and Synchronization	
Compaq AirLife 100 AC adapter for US	• Standard AC adapter for the entire United States.
Compaq AirLife 100 AC adapter for EU	• AC adapter for many countries within the European Union.
Compaq AirLife 100 AC adapter for Argentina	• Standard AC adapter used throughout Argentina.
Compaq AirLife 100 Battery	• Extend the life of your Compaq AirLife 100 with a slim, rechargeable 7,600 mAh battery. Same as your Compaq AirLife 100 original battery. • Stay safe with integrated overcharging protection.
HP iPAQ Micro-USB Sync/Charge Cable	• Carry this spare micro USB sync cable for USB connectivity. • 3.6-foot / 1.10m cable connects AirLife to your PC. • Complies with USB 2.0 Hi-Speed. • Features standard micro-USB B-type plug, fitting micro-USB AB-type receptacles and micro-USB B-type receptacles. • For synchronization with your PC only
Cases	
Compaq Mini Sleeve[1]	• Protect your Compaq AirLife 100 from bumps and shocks in this slim, ultra-soft, form-fitting case.

[1] Availability may differ by country. Please check your local retailer or visit www.hp.com.

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